



# **Hove Learning Federation**

## **Visitors & Volunteers Policy**

**Amended: Autumn 2023**  
**Adopted by Reader 1 & 2 on behalf of the Governing body: Autumn 2023**  
**To be reviewed: Autumn 2024**

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.

# **THIS POLICY IS PART OF WEST HOVE INFANT AND HOVE JUNIOR SCHOOLS' SAFEGUARDING SYSTEMS**

## **OUR VISION**

At Learning Federation, our vision is that our children will develop a lifelong love of learning. Our aim is that the children are creative and inventive, both in and out of school. Working in partnership with families, carers and members of the wider community we aim to foster their desire to explore, stimulate their curiosity and provide them with the tools necessary to make them independent learners, excited by the world they live in.

## **INTRODUCTION**

Volunteers at our schools bring a wealth of skills and experience that can enhance the learning opportunities of our children. We welcome and encourage volunteers.

Volunteers may be parents or carers, part of a child's extended family, ex-students, and members of the Governing body or interested local residents.

Volunteers may help in a variety of ways including hearing children read, working with a group or individuals or going on a school trip.

Parent volunteers might be asked to work in their child's class. However, this is not guaranteed as this might not always be appropriate and/or practicable.

Whilst we are always extremely grateful and appreciative of our volunteers, it is the teacher's and/or senior staff's decision to direct adults. For example, volunteers might be asked to work more widely across the year group. This would be agreed beforehand.

## **BECOMING A VOLUNTEER**

Anyone wishing to become a volunteer must contact the appropriate school office or any member of staff.

Any prospective volunteer will then be asked to complete a Volunteer Information sheet (appendix 1).

Before helping in school volunteers must sign the Volunteer Agreement which confirms that they have read and understood this Policy (appendix 2).

The school is committed to safeguarding and promoting the welfare of children and young people and will seek enhanced DBS clearance checks. Whilst waiting for DBS clearance, volunteers will be issued with a red visitor's badge each time they help in school. This is a visual reminder to staff and children that the volunteer must stay in the classroom with the teacher and be escorted throughout the school by a member of staff. The DBS needs to be obtained by the volunteer within 6 weeks otherwise they cannot continue to volunteer. The volunteer is also invited to and encouraged to attend a safeguarding training session with a DSL before they start.

## **CONFIDENTIALITY**

Volunteers in school are bound by our confidentiality code. Any information about children, families or others within the school should be kept confidential and not mentioned outside the school. This also applies to use of all social networking sites such as Facebook.

Any concerns a volunteer may have about a child must be shared with a member of staff and not with the child's parents or carers or anyone else. Any concerns regarding a child's safety must be shared immediately with the

### **Designated Safeguarding Leads:**

- **Portland Road Site – Mandy Stewart, Elaine McMahon, Rachel Jeffers, Niamh O'Shea, Maddie Southern**
- **School Road Site – Mandy Stewart, Ben Massey, Linda Rogers, Niamh O'Shea, Maddie Southern**
- **Holland Road Site – Charlotte Wallace, Maddie Southern, Lorna Cummings, Sam Ledger, Naomi Miller**
- **Volunteers who have concerns about any adult or child in the school must speak immediately to the Designated Persons as stated above and complete a Pupil Concern Welfare Form (appendix 4).**

## **MOBILE PHONES**

Phones can be brought into school but must not be used when working in class or around the school. Phones must be stored away safely until break times and/or leaving the premises. Personal phones and cameras must not be used to photograph children. No photographs may be taken unless instructed by the teacher and using a school camera.

## **SUPERVISION**

All volunteers work under the supervision of the class teacher, in the class in which they are helping, or if out of class, the member of staff coordinating their activity. Class teachers retain responsibility for the children at all times. The class teacher must provide clear guidance to the volunteer.

## **BEHAVIOUR**

No swearing, smoking, chewing gum on the premises or eating in lessons. Do not get too familiar with the children, e.g. picking them up.

## **HEALTH AND SAFETY**

Each school has a health and Safety Policy which is available on request. Class teachers should ensure volunteers are clear about emergency procedures and alert volunteers about any potential hazards in an activity. Volunteers must report any Health and Safety concerns to the class teacher, Head or Heads of school.

## **CHILD PROTECTION**

The welfare of our children is paramount, therefore:

- All volunteers read and sign Volunteer Policy and sign a Volunteer Agreement.
- All volunteers are DBS checked.
- Any volunteers not DBS checked must wear a red badge and must not be left unsupervised with children.
- Volunteers with a current DBS must wear a green badge.

## **COMPLAINTS PROCEDURE**

Any complaints made about a volunteer must be referred to the Head or Heads of School. Any complaints made by a volunteer must be referred to the Head or Heads of School.

The Headteacher/ Heads of School reserve the right to inform the volunteer that the school no longer wishes to use them and the reasons why.

A copy of the school complaints policy is available from the school office.

## **MONITORING AND REVIEW**

**Approved by the Governing Body**

**Date**

**This policy will be reviewed annually and updated at any time in light of new guidance from the DfE or LA.**

## **VISITORS**

At Hove Learning Federation we recognise the benefits of an open and friendly relationship with all members of the community and we do everything we can to create and maintain a welcoming environment. Maintaining a secure, safe and healthy environment for the children and adults in the school is paramount.

For the purpose of this policy we define visitors as being persons who are not employed by the school.

Visitors to the school should enter through the main gate and request entry via the intercom.

On entry to the school, through the main door, visitors are made aware (by office staff) of our safeguarding and health and safety practices and are asked to 'sign in'.

Office staff will provide visitors with a badge (red or green, which they are obliged to wear) depending on their DBS clearance status.

Contractors will also be asked to sign the Asbestos Register and will be accompanied by the caretaker/office staff to their work area.

All members of staff have a duty to challenge any visitor, not wearing a badge, and accompany them to the office to complete the 'signing in' process.

The Headteacher/ Heads of School have the right to seek the removal or prevent the entry to the school of any person whose presence constitutes a risk to the safety or wellbeing of any member of the school community.

Neither Smoking or Vaping are permitted on the school site at any time.

## Hove Learning Federation VOLUNTEER INFORMATION SHEET

Name of volunteer:

Date of birth:

(This information is needed to confirm identity)

Other names known by (including maiden names):

Address:

Email address:

Home Telephone:

Mobile:

Preferred Age group/classes:

Name/s and class/es of child/children at Hove Learning Federation  
(if applicable):

Name and contact details of two referees that can give you a character reference  
(someone who has known you for at least 2 years, not a relative):

1. Name: \_\_\_\_\_

E mail address: \_\_\_\_\_ Mobile No. \_\_\_\_\_

2. Name: \_\_\_\_\_

E mail address: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Reason for volunteering (e.g. parent helper/gaining experience)

For how long do you intend volunteering?

Do you have any disabilities/medical or other needs which should be  
taken into account by the school? (Please give details)

Y	N
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Do you have any previous convictions and/or cautions, however long ago,  
must be declared to us at this stage, however minor.

Y	N
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Have you come to the attention of the Social Services.

Y	N
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If YES to any of the above please give details \_\_\_\_\_

\_\_\_\_\_

Thank you offering to help at Hove Learning Federation and for completing the information sheet.

Please give the sheet into the main office and we will be in touch with you shortly.

## **Hove Learning Federation VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at Hove Learning Federation. Your offer is greatly appreciated and we hope that you will enjoy, and gain much from your experiences here.

Please read and sign this Volunteer Agreement Sheet and hand to the school office. You will receive a copy for your own records.

I confirm that

- I have received and read a copy of Hove Learning Federation's Volunteer Policy.
- I agree to abide by the contents of the Volunteer Policy
- I agree to support the Hove Learning Federation's vision as stated in the Volunteer Policy
- I understand that the Headteacher reserve the right to decline my offer to volunteer
- I understand that I can be asked to volunteer with any class within the school
- I understand that Hove Learning Federation has a duty to ensure my suitability as a volunteer and will make the appropriate checks (DBS).
- I will inform the school if, following the DBS checks, I come to the attention of the Police/Social Services within 5 school days for any reason

Signed:

Name:  
(IN CAPITALS)

Date:



## Other Staff and Volunteers / Community Users Acceptable Use Policy

### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for *children / children's* learning and will, in return, expect staff and volunteers to agree to be responsible users.

### **Acceptable Use Policy Agreement**

Statements	Notes	
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.	Not opening suspicious email attachments. Not sharing passwords, keeping virus protection up to date etc.	
I recognise the value of the use of ICT for enhancing learning and will ensure that children receive opportunities to gain from the use of ICT.		
I will, where possible, educate the young people in my care in the safe use of ICT and embed Online Safety in my work with young people.		
I understand that the school will monitor my use of the ICT systems, email and other digital communications.		
I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school		
I understand that the school ICT equipment are primarily intended for educational use and that I am personally responsible for the non-educational use of any school provided equipment.		
I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.		
I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.		

I will not access, copy, remove or otherwise alter any other user's files, without their express permission.		
I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.		
I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.		
I will only use chat and social networking sites in school in accordance with the school's policies.		
I will only communicate with children and parents / carers using official school systems. Any such communication will be professional in tone and manner. (schools should amend this section to take account of their policy on communications with children and parents / carers. Staff should be made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)		
I will not engage in any on-line activity that may compromise my professional responsibilities.		
When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.		
I will not use personal email addresses on the school ICT systems.		
I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)		
I will ensure that my data is regularly backed up, in accordance with relevant school / academy policies.		
I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.		

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.		
I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.		
I will not disable or cause any damage to school equipment, or the equipment belonging to others.		
I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.		
I understand that data protection policy requires that any staff or children / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.		
I will immediately report any damage or faults involving equipment or software, however this may have happened.		
I will ensure that I have permission to use the original work of others in my own work		
Where work is protected by copyright, I will not download or distribute copies (including music and videos).		
I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school / academy		
I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include; a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.		

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

# Welfare Concern Form

<b>Name:</b>	<b>Date:</b>
	<b>Time:</b>
<b>Details of your concern:</b>	

**Please return this form immediately to the Head of School or Designated Safeguarding Leads**