



## **Annemount School Visitors and Volunteers**

This policy applies to the whole school including EYFS

*This policy should be read in conjunction with the schools COVID-19 Policy. Due to the ongoing pandemic there may be some aspects of this policy which may suddenly change or be placed on hold.*

### **Introduction**

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Annemount School welcomes and encourages them.

### **Visiting and Becoming a Volunteer**

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Annemount, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason, all requests from visitors and volunteers should be directed to the Head Teacher who has responsibility for the organisation and/or placement of such individuals.

### **Aim**

All adults who work in our school are expected to work and behave in such a way as to actively support our school Aim:

*To bring out the individuality of each child so that they can realise their potential with self-discipline and respect.*

### **COVID-19**

Visitors will only be permitted by advance arrangement and declaration of good health. Visitors will be asked to continue to follow any government guidelines including two metre social distancing during their visit.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher, Designated or Deputy Designated Safeguarding Lead. Visitors and volunteers concerned about what another adult in the schools says or does should raise the matter directly with the Head Teacher.

### **Supervision**

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times including toilet visits. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

### **Health & Safety**

The school has a Health and Safety Policy available on request from our school office. Class teachers ensure that visitors and volunteers are made aware of any emergency

procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

### **Safeguarding Children**

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

- Visitors and volunteers must wear an identification badge whilst on the premises which explain our safeguarding procedures.
- Visitors and volunteers who may host a workshop or teaching session for children are asked to sign a copy of the Annemount School Visitors and Volunteer Agreement (*Appendix 1*) which outline the expectations for on and off-site visits. These visitors are given the ***Child Protection and Safeguarding Guidance Document for Staff, Visitors and Parents*** (*Appendix 2*) which explains our safeguarding procedures appropriate for a visitor who has substantial access to children.
- Anyone visiting or volunteering on a regular basis and who has substantial access to children *must* have a full, up to date DBS check.
- Anyone visiting or volunteering on a one-off basis such as a parent reader or parent helper on a trip is always supervised by a member of staff.
- Under no circumstances would a volunteer of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
- Visiting speakers are checked as 'suitable through internet searches and are always supervised.

### **Security**

Anybody arriving at school must only be welcomed by a member of staff. Visitors and volunteers need to sign in and out, wear lanyards throughout their visit and return these prior to leaving.

### **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the Head Teacher. Any complaints made by a visitor or volunteer will also be referred to the Head Teacher.

*The Head reserves the right to take the following actions:*

- I. To speak with the individual about a breach of our policy and seek reassurance this will not happen again
- II. Inform the visitor or volunteer that the school no longer supports their attendance at school.

Date: July 2020

Review: July 2021

Appendix 1

**Annemount School Visitors and Volunteer Agreement**

Thank you for visiting or offering your services as a volunteer at Annemount School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Parent helpers and volunteers are expected to:

- Be outstanding role models for all pupils;
- Work under the professional direction of staff, following school policies;
- Report any issues of concern to teachers (and not directly intervene);
- Allow the teachers to deal with discipline issues that arise;
- Speak in a kind and friendly way to all pupils;
- Maintain confidentiality;
- Establish and maintain a rapport with pupils based on mutual respect; and
- Contact the teacher if they are unable to attend.

Parent helpers and volunteers have the right to expect:

- Work to be prepared and the teacher organised;
- Good manners and acceptable behaviour from pupils;
- To be treated with respect;
- The teacher to deal with discipline issues that arise;
- Support from the teacher;
- Careful explanations of the tasks expected; and
- To be notified if sessions are cancelled or the timetable changes.

As teacher, parents and community members, we expect:

- Our children to be respected;
- Our children to be safe and to feel secure;
- Our children to be protected from inappropriate behaviour and language; and
- No use of cameras or taking photos is allowed.

Adults should not engage in sexual relationships with a child aged under 18. This could result in legal proceedings taken against them under the Sexual Offences Act 2003 (abuse of position of trust).

As Head Teacher, I ask that all parents and volunteers endeavour to abide by these expectations so that all members of our school community benefit from your valuable work for the pupils of Annemount School

Geraldine Maidment,

Head Teacher

I have read and understood the contents of this Agreement.

Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Please read and sign this Agreement and hand it in to the school office.

## **Off Site Visits – Volunteer Agreement**

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group. Please read this agreement, sign and return it to the office. This forms part of our school's risk assessment planning.

### **Safeguarding**

Safeguarding is taken very seriously at Annemount. Volunteers are bound by a code of confidentiality. Any concerns that volunteers may have about the children they come into contact with should only be discussed with the class teacher or Head Teacher who is also the Designated Safeguarding Lead. Volunteers concerned about what another adult on the trip says or does, should raise the matter directly with the Head Teacher.

### **The Role of a Volunteer Helper**

- To be responsible for and look after, in equal measure, all of the children in your group;
- To stay with your allocated group and ensure their well-being and safety for the duration of the trip;
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public;
- To ensure that your group keeps up with the rest of the school visit party;
- To contact your class teacher if there are issues with first aid, safety or behaviour;
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest; and
- To follow guidance from school staff.

### **Not permitted**

- Please ensure that any toilet visits the children need to make are with a teacher.
- Please do not bring additional siblings on the school trip.
- Please do not use your mobile phone unless the call or text is urgent.
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteers are not allowed to take photographs of the children unless requested to do so by the teacher in charge.
- Volunteers are not allowed to buy their group treats e.g. ice cream, sweets etc. before or after the school trip.

### **Emergencies**

If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Signed.....Name..... Date.....

## Appendix 2

### Child Protection and Safeguarding Guidance Document for Staff, Visitors and Parents

#### OTHER POINTS OF CONTACT

Concerns and referrals can be raised by any member of the public as well as the teaching staff and school community. You are advised to inform the DSL of any concerns but are not legally obliged to do so. In such an event, the contact details are outlined below.

**Barnet Children's Safeguarding Partnership [BCSP]**  
[Barnetscb@barnet.gov.uk](mailto:Barnetscb@barnet.gov.uk) 0208 359 4519

**Barnet LADO (Local Authority Designated Officer)**  
[lado@barnet.gcsx.gov.uk](mailto:lado@barnet.gcsx.gov.uk) 020 8359 4528

**Barnet Social Services Multi-Agency Safeguarding Hub (MASH)**  
[mash@barnet.gov.uk](mailto:mash@barnet.gov.uk) 020 8359 4066/4097

**NSPCC Whistle-Blowing Helpline:** 0800 028 0285.

#### CATEGORIES OF ABUSE

The categories of abuse outlined in the school's Safeguarding Policy include *Physical, Sexual, Emotional and Neglect*. Please read the school's policy for more details about each of these.

You are required to immediately report to the police any concerns regarding FGM: Female Genital Mutilation or instances in which a child might be in immediate danger.

#### ANNEMOUNT SCHOOL



**Annemount**  
Nursery and Pre-preparatory School

#### CHILD PROTECTION AND SAFEGUARDING GUIDANCE FOR STAFF, VISITORS AND PARENTS 2020-2021

*This leaflet offers a brief synopsis of Safeguarding at Annemount.*

#### INTRODUCTION

At Annemount School, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm. We aim to put children's needs first at all times. We aim to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to.

#### CHILD PROTECTION OFFICERS

The Designated Safeguarding Lead (DSL) at the school is Geraldine Maidment, Head Teacher and in her absence the Deputy Designated Safeguarding Leads are Aiden Griffin and Sarah Thompson.

*If a child makes a disclosure to you please contact one of the safeguarding leads as soon as possible.*

#### DUTY OF THE CHILD PROTECTION OFFICERS

The role of the DSL and Deputy is to implement the school safeguarding policy, to support and guide staff and visitors in all matters that concern safeguarding, concerns about a child's safety and referrals.

#### WHAT TO DO IF A CHILD MAKES A DISCLOSURE TO YOU

A child may confide in any adult and may not necessarily go to a teacher. Adults to whom a disclosure is made should remember:

- **Yours is a listening role**, do not interrupt the child if he or she is freely recalling a significant event. **Do not ask leading questions.** You may repeat what the child has said if further clarity is needed.
- **Do not give undertaking of absolute confidentiality** as you have responsibility to disclose information to those who need to know.
- **Complete a 'Logging a Concern' Form.**
- **Inform the DSL or Deputy** of the disclosure as soon as possible.
- Teachers can find a 'Logging Concern Form' on R-Drive under 'Safeguarding.' Visitors may ask any member of staff or the office for the form.
- Do not make photocopies of the form.
- **Give the form to the DSL** as soon as it has been completed. **Your responsibility in terms of referring concerns via the school ends at this point.**