

Dr Walker's C of E Primary School



An Exceptional Place to Flourish

Though your beginning was small,
your future will flourish indeed.
Job 8:7

NON-STATUTORY POLICY

Visitors and Volunteers Policy

Ratified by Governors	24.01.2023
Review Cycle	Annually

Chair of Governors: Mrs K Bush	
Headteacher: Dr L Lawson	

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Pre-amble: School Vision, Ethos and Values

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

We support all pupils to succeed in reaching their God given potential at Dr Walker's – 'An Exceptional Place to Flourish', by developing

- **Belief** in self and the development of confidence, respect and trust for others and an appreciation of spirituality and an understanding of faith in God;
- **Engagement** in a love for learning by nurturing curiosity and independence; and
- **Excellence** in reaching personal goals by demonstrating resilience and positive behaviour.

Our **CHRISTIAN VALUES** are reflected in:

- Standing with **COURAGE** for what is right.
- Using **CREATIVITY** in problem solving and making life beautiful.
- Treating every person and everything with **RESPECT**.
- Having **COMPASSION** for others.
- Completing every task with **PERSEVERANCE**.
- Taking **RESPONSIBILITY** for ourselves.
- Living with **HOPE** for a better future.

At Dr Walker's we provide every pupil with the care and support they need to develop as individuals and become educated and successful British Citizens who understand the importance of the following British values:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect and**
- **Tolerance of those with different faiths and beliefs.**

Visitors:

Visitors fall into two main categories:

1	Individuals that come into school and who do not undertake any work on a voluntary or paid basis.	Examples: <ul style="list-style-type: none">• Parents/Carers
2	Individuals that come into school on an occasional basis and/or who do not have contact with pupils, to undertake their work.	Examples: <ul style="list-style-type: none">• Advisors (HR, Finance, Education Advisors, Consultants)• Ofsted staff• Plumbers, electricians, builders etc.• Building Inspectors• Sales Reps• Visiting artists, poets etc.• Work Experience (under age 16)

Schools will need to assess the frequency of the visits and the nature of the work undertaken to determine whether the individuals are visitors or workers – see Guidance on Third Party Workers.

What checks are required on Visitors?

- Those in Category 2 above should be asked to present some form of ID.
- There is no requirement to take copies of ID and you should not do so.
- If you were to copy ID, you would have to ask the individual to sign consent, issue them with a Privacy Notice and a copy of your Data Protection Policy and you would have to destroy the information as soon as they stopped coming in or if they request you to do so.
- Visitors such as parents and family members attending events such as parents evenings, or sports days etc. are not required to provide identification.

- Schools are not entitled to undertake any other checks, including DBS checks on Visitors. Nor are schools permitted to ask to see a copy of a DBS for a Visitor.

Single Central Record

- Visitors should not be recorded on the Single Central Record.

Volunteers:

Schools are required to undertake pre-employment checks on Volunteers. Before requesting documents relating to engagement and pre-employment checks for Volunteers, they must be issued with a **Privacy Notice**. Evidence of checks should be retained while the person remains a volunteer. All personal data must be collected, processed, held and retained in accordance with the schools Data Protection Policy and retention schedule.

The statutory guidance **“Keeping Children Safe in Education”** is clear that under no circumstances should a volunteer in respect of whom no checks have been made be left unsupervised or allowed to work in regulated activity*.

Safeguarding checks must therefore be undertaken on volunteers **before they commence any volunteering duties at the school** as follows:

Identity	<ul style="list-style-type: none"> • Name, Address, Date of Birth 	Follow <u>DBS ID checking guidelines</u>
Self-Disclosure (SD2 form)	<ul style="list-style-type: none"> • All Volunteers who will be engaging in regulated activity* as part of their volunteering duties at the school must complete an SD2 form before they are accepted as a volunteer and carry out any voluntary work at the school. 	<u>SD2 form and guidance</u>
DBS	<ul style="list-style-type: none"> • All volunteers who will be engaging in regulated activity* as part of their volunteering duties at the school must have a valid Enhanced DBS certificate. • An Enhanced DBS Certificate (not including barred list information) may be obtained for supervised volunteers** who are not working in regulated activity*. • If you decide not to obtain an enhanced DBS Certificate for a supervised volunteer** you should complete a risk assessment. 	See definition of regulated activity and supervised volunteers below. <u>Supervised volunteer risk assessment</u>
DBS Children's Barred List	<ul style="list-style-type: none"> • All volunteers working in regulated activity* must have a DBS Children's Barred List Check. • A DBS Barred list check must not be carried out on supervised volunteers** who are not working in regulated activity. 	See definition of regulated activity and supervised volunteers below.
Checks on individuals who have lived or worked outside the UK	<ul style="list-style-type: none"> • An optional check where a volunteer will be engaging in regulated activity* and has lived or worked outside the UK (usually in the 5 year period prior to their engagement at the school). • The school must decide whether it is appropriate to obtain a Certificate of Good Conduct/Character from the relevant country to check whether the volunteer has committed any offences 	See guidance for Employees on <u>checks on individuals who have lived or worked outside the UK.</u>

	overseas which may make them unsuitable to volunteer in a school.	
Childcare Disqualification Regulations	<ul style="list-style-type: none"> This check applies to volunteers who work on a regular basis, whether supervised or not, in relevant childcare (i.e. with reception and nursery children before, during and after school and with under 8s in homework or breakfast clubs only). It also applies to volunteers who are directly concerned with the management of a childcare provision. The check must not be carried out on volunteers not engaging in relevant childcare. 	<u>Childcare Disqualification Regulations Guidance</u>
References	<ul style="list-style-type: none"> We recommend that appropriate references are sought on volunteers where possible. 	<u>Volunteer Reference Request</u>
Single Central Record	<ul style="list-style-type: none"> It is strongly recommended checks on Volunteers are recorded on the SCR. The date each checks was undertaken should be recorded and the initials of who conducted it is also recommended. 	

***Regulated Activity**

- Volunteers who, on an unsupervised basis teach or look after children regularly or provide personal care on a one-off basis in schools, will be in regulated activity. Supervised volunteers fall outside the definition of regulated activity, even though they may work regularly and have the opportunity for contact with children. Schools must ensure the supervision in place meets the criteria set out below.

****Supervised Volunteers**

- The DBS definition of a volunteer is *“a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives”*.
- Whether a volunteer is in regulated activity or not depends on the degree of supervision they are under. It is for the school to determine whether the supervision meets the statutory definition and if not whether their activity meets the definition of regulated activity by virtue of the role and regularity.
- The DfE has produced Statutory Guidance on supervision (Annex F to Keeping Children Safe in Education). This determines which posts may be excluded from regulated activity by virtue of being a supervised activity.
- The precise nature and level of supervision will vary from case to case. Employers must make sure that the supervision in place is sufficient, in their judgement, to provide reasonable assurance for the protection of children.
- The law makes three main points:
 - there must be supervision by a person who is in regulated activity;
 - the supervision must be regular and day to day; and
 - the supervision must be “reasonable in all the circumstances to ensure the protection of children”.
- The precise nature and level of supervision will vary from case to case.

Supervision by a person in regulated activity / regular and day to day

- Supervisors must be in regulated activity themselves.
- The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule.

- It must take place on an on-going basis, whether the worker/volunteer has just started or has been doing the activity for some time.

Reasonable in the circumstances

- Within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:
 - ages of the children, including whether their ages differ widely;
 - number of children that the individual is working with;
 - whether or not other workers are helping to look after the children;
 - the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
 - how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in Regulated Activity);
 - how many workers would be supervised by each supervising worker.