



Brize Norton Primary School

We **SHINE** for ourselves and each other with
kindness

Striving, **H**elping, **I**nspiring, **N**urturing, **E**xcelling

Volunteers, Visitors & Visiting Speaking Visitors Policy

Policy adopted by Governors on:	Date for Review:	Signed by Chair of Governors:
July 2024	July 2026	A.Doran

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1. Introduction and aims

ODST believe that volunteers and visitors provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. At Brize Norton Primary we share this view and are committed to using volunteers and visitors in a way that supports the school's strategic aims and vision, as well as its development plan. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Brize Norton can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, the proprietor, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The aim of the ODST volunteer guidance, which informs this policy, is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers
- This guidance has been developed in line with the statutory safeguarding policy Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

2. How we use volunteers

Within ODST, school volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

Volunteers may be:

- Members of the local governing body
- Parents or Carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

Members of the local governing body (LGB) working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this guidance. They are covered by our LGB code of conduct.

3. How to apply to volunteer

Potential volunteers may contact the school:

- By emailing the school office
- Approaching senior leaders, class teachers or heads of department
- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the school's Headteacher.

Appointment and induction of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits

- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education. For staff regularly working with pupils, volunteers are required to complete level 2 safeguarding training through their Local Authority or the school directly. For volunteers not working with children, when supervised or on a one-off basis, other training levels will be considered including online training through the NSPCC or Smart Log.
- Require volunteers to agree and adhere to the ODST code of conduct and to read, and adhere to, the school's policies on:
 - Child Protection and Safeguarding
 - KCSIE Part 1
 - Whistleblowing Policy
 - Allegations Policy
 - Behaviour and Relationships Policy
 - Code of Conduct
 - Confidentiality Policy
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check
- We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.
- Details of volunteer safer recruitment processes will be recorded on the school's Single Central Record.
- Schools will hold relevant information on volunteers to provide evidence of these safer recruitment processes.
- For volunteers engaging in regular work with pupils, schools will hold records of:
 - Volunteer application form
 - References
 - Identification check
 - Risk assessment

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation. If volunteers have concerns, they should raise these with a senior leadership member of staff. This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in Safeguarding and Child Protection Policy, and inform the designated safeguarding lead (DSL) Robyn Jones (headteacher). If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy which can be found in the staffroom.

8. Conduct of volunteers

Volunteers must comply with the ODST staff code of conduct and sign the relevant form (Appendix 2)

9. Expenses

The school is not obligated to cover any expenses, but volunteers can request travel and material costs as previously agreed prior to starting volunteer work. If expenses are covered, the school should follow its usual expenses claim procedures.

10. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency. If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school
- For additional information. Volunteers can refer to the schools privacy notice, available from the schools office.

12. Volunteers and Visitors invited to school

Permission should be granted by the Headteacher before any volunteer or visitor is asked to come into school.

- All visitors must come to the front door on arrival and must not enter via any other entrance.
- At the front door, all visitors must state the purpose of their visit and who has invited them.

They should be ready to show formal identification where appropriate.

- All visitors will be introduced to a member of the office staff and be asked to sign into the Visitors book.
- A member of the office staff will issue each visitor with a visitor's badge and a leaflet containing important safeguarding, health and safety, fire and personal property information.
- A member of the office staff will also provide the visitor with a copy of the 'Visitors Safeguarding Guidance' leaflet and a 'Visiting Speakers Agreement' where appropriate.
- All visitors will be verbally informed of the fire procedures as well as who the onsite DSL is for the day. They will also be informed of the school's no mobile policy.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the school office, sign out of the visitor's book and return their visitors badge.

Visitors and Volunteers whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance they may work with pupils unaccompanied. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement.
- Any volunteer who is working in a regular capacity must have a Safeguarding and Volunteers Staff Induction with the headteacher which covers list of key policies, procedures, Health and Safety as well as Safeguarding. Regular Volunteers are to have L2 Safeguarding training and be given the Safeguarding Induction Booklet as well as complete Prevent training as part of their induction.

All regular visitors and volunteers are welcome to use the staffroom for refreshments but must read our confidentiality policy.

13. Use of External Agencies and Speakers

At Brize Norton Community Primary School, we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating the event about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see appendix 1).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

14. Unknown/unwanted visitors to school

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in using the visitor's book and be issued with a visitor's badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed.
- The Headteacher and/or members of the senior leadership team will consider the situation and decide if necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

15. Monitoring and review

This guidance has been approved by the LGB and will be reviewed regularly.

There's no required review cycle for volunteer policies but changes will be made in line with Keeping Children Safe in Education and/or DFE requirements.

16. Links to policies

This volunteering guidance is linked to our:

- Safeguarding and child protection policy and procedures
- Staff code of conduct policy
- Behavior policy
- Safer recruitment policy

Appendix 1: Volunteer application form



Volunteer Application Form

Please ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form. PLEASE COMPLETE USING BLACK INK OR TYPE

Post applied for

Please return to

Personal Information

Surname

Forenames

Title

Mr/Mrs/Miss/Ms/Revd/Dr/Other

Address

Postcode

Contact Details

Home

Work (if convenient)(

Mobile

E-mail

National Insurance Number

Previous Employment

Please summarise your most recent employment and/or educational history over the past 2 years, starting with the most recent.

Employer's name and address

From

To

Job title and summary of main duties

Reasons for leaving

Please use the space below to summarise your reasons for interest in the volunteer role and what attributes you could bring to it.

--

References

We shall require a reference from your employer or a personal friend. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory. It is our normal practice to request references.

1 st Employer		2 nd Personal	
Name		Name	
Position		Position	
Address		Address	
Email		Email	
In what capacity does the above know you?		In what capacity does the above know you?	

Disclosure and Barring Checks

The Oxford Diocesan Schools Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts and any offer of employment is therefore conditional upon receipt of a satisfactory DBS check.

The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Where relevant we'll use the DBS check to ensure we comply with any appropriate Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and ODST's privacy statement.

If you've lived or worked outside of the UK in the last 5 years, ODST may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?	Yes/No
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If you have an existing DBS certificate that is portable, i.e. you have registered and paid for access to the DBS update service, please let us know.

Declaration

I agree that any offer of voluntary work with Oxford Diocesan Schools Trust is subject to satisfactory evidence of the references and a satisfactory enhanced DBS check.

In accordance with the General Data Protection Act, it is agreed that Oxford Diocesan Schools Trust may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form.

Oxford Diocesan Schools Trust is committed to the prevention, detection and elimination of fraud and corruption.

By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the General Data Protection Act.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be released following assignment if I have given any false or misleading information or have withheld any relevant details.

Signed	
Date	

Appendix 2: Code of conduct for volunteers



Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

School policies

Volunteers will follow all school rules and policies, including those on:

- Safeguarding and Child protection
- ICT guidance and acceptable use of ICT
- Code of conduct
- Data protection
- Whistle-blowing

Copies of the school policies are available online or from the school office

Professional conduct

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Lee-Ann Keeble

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour guidance, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

Safeguarding

Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection guidance. Safeguarding training will be provided to all volunteers before they begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Robyn Jones and the deputies are Mrs Dawn El-Masri and Mrs Maria Penn.

Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school
- Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

Health and safety

Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

Confidentiality

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.


Please sign and date below:

Volunteer Name (please print)	
Signed	
Date	

Appendix 3: Requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to Lee-Ann Keeble.

You may want to provide more details about when staff should use this form. For instance, you may not need them to use it to request parent volunteers for school trips.

 <h2 style="display: inline-block; margin-left: 20px;">Volunteer Request Form</h2>	
Activity Details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	One-off
	Daily
	Weekly
	Other, please explain
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	
Submitted by	

Appendix 4. Visiting Speakers Agreement

Visiting Speakers Agreement at Brize Norton Community Primary School

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.

Signed:.....

Date:

Appendix 5. Risk Assessment for Visiting Speaker/Event

Brize Norton Community Primary School

Risk Assessment for Visiting Speaker/Event

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises

Agreed by the Headteacher

Date

Post Event Evaluation

Appendix 6. Volunteer Induction

Name of Volunteer:

Date:

Induction document

Whether you are a volunteer or member of staff, induction plays a vital part in ensuring that you can succeed within your role at Brize Norton School.

Safeguarding Statement

Brize Norton Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Policies:

Policy	Location	Date read	Signed
Safeguarding and CP Policy	School website		
Keeping Children Safe in Education Part 1 and Annex A	File		
Whistleblowing Policy	School website		
Allegations policy	School website		
Behaviour Policy	School website		
Code of Conduct	School website		
Confidentiality	School Website		

Task	Completed?
Read the safeguarding and health and safety flyer for visitors at the front desk	
Read the Safeguarding at Brize Norton Induction Booklet	
Understand signing in and out of the building using the book in the staffroom/visitors book	
Understand how to use CPOMS to make a disclosure/report a behaviour concern or who to speak to in the event of an incident	
Vision, Values, Drivers induction with Head Teacher or line manager Code of conduct with Head Teacher or line manager	
Show evidence of generalist safeguarding training received from OSCB within the last three years. If this has not happened, arrange safeguarding training either through OSCB or Lead trainer	
Complete prevent training from https://www.elearning.prevent.homeoffice.gov.uk/la2/screen1.html Download and send certificate to head.2250@brize-norton.oxon.sch.uk	
Tour of the school including fire and evacuation procedures	
Emergency Evacuation procedures	
Informed of DSL and DDSLs on site.	
Singed the Code of Conduct for Volunteers form	
DBS application received	