

Pipworth Community Primary School



Visitors and volunteers in School Policy

Date Reviewed:	June 2026
Reviewed by:	Maria Jackson-Brown
Policy to be reviewed by:	June 2028

Visitors

Aim

The aim of this policy is to ensure that all visitors to Pipworth Community Primary School are welcomed and received appropriately in order to ensure the safety and well-being of visitors, pupils and school staff.

The receipt of visitors

No staff or pupil should let any unauthorised person into school without following the following procedure.

All visitors to Pipworth Community Primary School must enter through the main entrance points. They will be granted access only after giving their name, the name of the organisation/agency they work for, the purpose of their visit, and the name of the person/s they have an appointment to see. Upon entering the school visitors must:

- Report to the school reception and produce identification/DBS where appropriate
- Register using the electronic signing system
- Be made aware of designated fire exits and procedure in the event of a fire
- If working in school (paid or voluntary) be issued with information and guidance on Health & Safety, Confidentiality, Child Protection and Code of Conduct.

All adults in the building are required to wear a lanyard which indicates their level of clearance:

- **Blue** = school staff
- **Black** = school Governors
- **Green** = visitors with a DBS who are allowed to move freely around the building without supervision
- **Red** = visitors without a DBS who are required to be escorted around the building at all times

At the end of the visit, the visitor must:

- Report to reception
- Notify the school office if they have any noted any 'risks' during their visit
- Sign out using the electronic signing system

Where possible the school office staff should be informed of the expected arrival of visitors and should be provided with their names and expected time of arrival, all essential visitors must be approved by a member of the SLT.

All visitors and volunteers working at Pipworth Community Primary School must have an up to date police check which can be produced prior to the visit. If the visitor is working in a freelance or self-employed capacity a previous employers reference may be sought.

Medication for eEmployees and volunteers

At Pipworth Community Primary School we recognise our duty of care to staff and volunteers working with us. Staff and volunteers are asked to share information related to serious medical

conditions so that a Care Plan can be established with clear instruction how to manage them in an emergency, including key contacts.

Visitors and volunteers with Care Plans are encouraged to share this information with members of the SLT, staff they work closely with and the Lead First Aider (on a 'need to know' basis) to ensure that school is able to respond appropriately in an emergency.

Staff and volunteers requiring medication during the school day are asked to keep it safely locked away to prevent risk of harm to children. If a medication, such as an epi-pen, is required is required then this will be kept in the Medical Room so that it is accessible in an emergency.

Pupils into School and Home time

The school gates will be unlocked only between the following times for pupils to arrive and leave the school premises: 8.15am – 8.55am and 3pm - 3.25pm.

Visitors who work directly with pupils

Use of visitors and external agencies should always be done as part of an integrated programme. Good visitors can contribute a great deal to a school's educational provision but do not, on their own constitute a comprehensive programme.

Visitors to the school should not act as a substitute member of staff but enhance the overall educational experience for young people. The input from visitors must add rather than detract, must educate rather than sensationalise or create propaganda, and must add a dimension which the member of staff alone cannot deliver.

Visitors who regularly work with children in school receive an induction to child protection and safeguarding from the Designated Safeguarding Lead.

In order to make the session run as smoothly as possible, the member of staff should consider the following:

- Who will greet the visitor and show them to the correct location?
- The member of school staff should be present at all times and is responsible for the lesson including safety, discipline and behaviour of the pupils
- The member of staff may need to assist the visitor in a variety of ways and this should be agreed with the visitor beforehand, e.g asking appropriate questions, organising the pupils into groups etc
- The organisation of the room should be decided beforehand, making sure that the necessary equipment is available
- The visitor will be thanked and directed to the appropriate exit
- Pupils views will be included in the evaluation of the session

Although the main focus of the lesson will be based upon the input of the visitor, the member of school staff remains responsible for the lesson and the learning which results.

When working with external agencies the following information will be collected:

- The name of the agency

- Address of agency
- Contact person
- Telephone number/fax/e-mail
- Cost of input
- Reason for using the agency
- What added value will their use bring to Pipworth Community Primary School
- How do we know that this agency is of good quality input, e.g used before, national or local accountability
- Has a DBS check been completed?

The following will be considered:

- How the input fits into the programme of study?
- What is the intended outcome for this input?
- What resources/equipment will be needed, and who will be responsible for this?
- How the input will be evaluated?
- Confidentiality issues in line with the school policy
- What is the role of the member of school staff?
- How long will the input last?
- Will the group need to be split?
- Where will the location be and how will this be shared with other staff members and the school office?

Voluntary Helpers in school

The school will regularly use voluntary helpers to enhance the curriculum, to provide support for staff in a range of activities and to support out-of-school activities. Voluntary helpers may include parents, governors and other members of the community.

It is mandatory that the Headteacher and school staff ensure that voluntary helpers are under the supervision of a member of staff at all times and are clear as to what is expected of them.

Where a voluntary helper may be adjudged to have a “substantial level of access to children which may also be unsupervised and will be regular or sustained” they will be required to undergo police checks for previous criminal convictions.

Voluntary helpers will be required to work within the school’s health and safety policy and Children and Young People’s Directorate guidelines.

All volunteers are expected to:

- Complete an application form
- Provide two referees
- Provide evidence of their identify
- Attend an interview

It is recognised that voluntary helpers require training and support. Staff and volunteers will be allowed sufficient opportunities to ensure that this is adequate.

Voluntary helpers will be expected to understand and work within all school policies, in particular equal opportunities, behaviour and discipline.

All volunteers will receive an induction to child protection and safeguarding from the Designated Safeguarding Lead.

The recruitment and use of voluntary helpers will be carried out with attention to the school's Equal Opportunities Policy.

The governing body will be responsible for ensuring that adequate insurance arrangements are in place to cover possible liabilities arising from the involvement of voluntary helpers in school activities.

Voluntary helpers will not be used to carry out tasks which are the professional responsibility of school staff and for which conditions of service have been determined with professional organisations.

All prospective voluntary helpers will receive a copy of this policy. A copy of the school policy on voluntary helpers will be placed in the school Handbook and presented to the governing body by the Headteacher.

The following information will be collected and checklist will be completed:

Next of Kin Details	
Pecuniary Interest	
Timetable	
Safeguarding Induction	
Health and Safety Induction	
Disclosure and Barring Service	
Childcare Disqualification Declaration	
Staff handbook issued	
Model Code of Conduct	
Online Safety and Social Media Policy	
Mobile Phones in School	
Informed location of school policies	
Staff & Volunteer Acceptable use Agreement	