

# **AYCLIFFE DRIVE PRIMARY SCHOOL**



## **VISITORS AND VOLUNTEERS POLICY**

**Strategy Committee**

**Updated June 2019  
To be reviewed 2022**

**Staff Responsible**

**Mrs R M H Green  
Governors**

**Head Teacher  
Strategy Committee Governors**

## **Inclusion Statement**

Aycliffe Drive Primary School is committed to creating a school in which the teaching and learning, achievements, attitudes and well-being of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning.

We take account of the Disability Rights Code of Practice 2002 and the Special Educational Needs Code of Practice 2001 and the Equality Act 2010 in this policy.

This policy links to a range of other policies in school which include:

Admissions Policy  
Multicultural Policy  
Equal Opportunities Policy  
Inclusion Policy  
Every Child Matters  
Confidentiality Policy

## **Volunteers**

Aycliffe Drive Primary School believes that the greatest resource it can have is its staff. However, no teacher or teaching assistant can be expected to know everything or be good at everything. Nor must we presume that our professional skills are unique. Parents and other members of the community have many skills that can be deployed in a school on a voluntary basis for the benefit of the children's learning.

Volunteer helpers in the classroom are a great asset in helping teachers to offer a much broader and differentiated curriculum. They can make the most exciting and rewarding of activities that teachers wish to promote actually possible.

Volunteers cannot be expected to just 'do'. Their generous offer of time, requires of the school to equip them properly for the tasks we ask of them. They do not replace the teacher. Having volunteer helpers in school is not a one way route. It is hoped that not only will volunteers gain a real insight in the work of the school and how education works, but also that they will thoroughly enjoy the experience. Perhaps their work in school may encourage further training.

## **Aims**

- To enrich the education possibilities for the children
- To make the teaching more effective within the school
- To promote the partnership between home and school
- To demonstrate that education continues through life
- To give adults the opportunity to use their talents in school for the mutual benefit of the children and themselves
- To give parents and other adults confidence
- To enable children to have more time to communicate their ideas and thus develop their understanding

- To release teachers from certain tasks thus giving them more time for quality teaching, preparation and assessment

### **Data Handling**

Aycliffe Drive School processes personal data about its pupils, and is a data controller in respect of this for the purpose of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning
- monitor and report their progress
- provide appropriate pastoral care and
- assess how well the school as a whole is doing.

Access to all personal information is restricted. Please refer to the Confidentiality Policy.

### **Visitors**

It is the policy of the school that all visitors must report to the school office upon entering the school premises. All visitors to the school shall be welcomed in a cordial, confidential, efficient and purposeful manner. All visitors will be asked to state the purpose of their visit and to confirm their status by producing verifiable documentation.

In addition to the above visitors are required to sign and enter details in a visitors' book on entering and leaving the site. Details required include company details, to whom visiting, car registration number, time of arrival and departure. The school retains the visitors' book for a period of three years. All visitors to be given a visitors' badge and escorted to whom they are meeting. The badge will be retained by the school

All visitors who are working with children must have completed and passed a DBS check before working with the children. Forms and information are available from the school office.

A health and safety briefing to be given to all visitors to the school to include how the school is evacuated in the case of emergencies, areas out of bounds and the provision of cloakrooms and facilities.

Any parent who is known to the office staff who has arrived to collect their child will be asked to sign the child out and give reasons for collecting the child. Any person not known to the staff must show photo or declare password.

In the event of a fire alarm being sounded, the office manager will ensure that the visitors' book is collected along with the registers and any visitor is checked to ensure that they have vacated the building.

### **Confidentiality**

If visitors support the work of children in school it is important that they respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

### **Disability (Discrimination Act 2005 and Education Act 1996)**

Disabled visitors are welcome at Aycliffe Drive School. Facilities have been installed to ensure access to the premises and suitable facilities available.