



ST MARY'S CE (A) FIRST SCHOOL POLICY DOCUMENT FOR THE USE OF VISITORS AND VOLUNTEERS

Philosophy

In order for the governors of St Mary's First School to ensure the safety of all who attend or work in the school they have set the guidelines below. This document is linked to the school's Foundation Stage Policy, the Safeguarding Policy, Educational Visits Policy and Safe Recruitment Policy.

Aims

To ensure the well-being and safety of all at St Mary's CE (A) First School.

Guidelines

- Before starting work at St Mary's, all volunteers must complete an application form so that the necessary pre-volunteer checks can be carried out.
- For volunteers that work for only one or two days a month eg supporting a class walking to Church, a DBS check may not be required. In these cases, volunteers must be supervised by a member of school staff at all times and they must be escorted to the classroom and back to the office.
- All volunteers and visitors must leave their mobile phone in the office, or it can be locked in a teachers' cupboard.
- For one off visitors eg an author, they may not necessarily have a DBS check and so they must be looked after by a member of school staff, who will escort them around the school.
- Requests to have a visitor or volunteer (non-DBS checked) must be made on a school request form and agreed by a member of the SLT and Safeguarding Governor.
- Risk assessments for activities involving visitors and trips must be carried out as these activities are outside the usual school curriculum.

Monitoring

Senior Management

Formulated by S Wade

Agreed by Staff and Governing Body May 2018

Review 2021