

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

## Philosophy

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 EYFS Policy, the Safeguarding Policy, Educational Visits Policy and Safer Recruitment Policy.

Our Christian distinctiveness values the contributions of all, and visitors and volunteers help to bring new learning to our children, supported by the strength of God. Our Vision of the Good Samaritan creates thoughts and actions in our children and adults which foster love, kindness, respect and forgiveness.

## Aims

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

To ensure that visitors and volunteers bring an added contribution to the 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 parent volunteers who work for only one or two days a month eg a parent supporting a class walking to Church, a DBS check may not be required. In these cases, parent volunteers must be always supervised by a member of school staff, and they must be escorted to the classroom and back to the office.
- Although volunteers have a DBS they must be always supervised by a member of school staff.
- All volunteers complete an induction process with the Head Teacher.
- All volunteers and visitors must not use their mobile phone in school, it can be left in the office, or it can be locked in a classroom cupboard.
- For one off visitors eg an author, they need to have a DBS check and will be looked after by a member of school staff, who will escort them around the school.
- Risk assessments for activities involving visitors and trips must be carried out, as these activities are outside the usual school curriculum.

## Monitoring

Senior Management

Agreed by Staff and Governing Body - April 2025

Date to be reviewed: April 2027