BIST Visitors and Volunteers Policy

Visiting and Becoming a Volunteer
Visitors and volunteers at our school bring with them a wealth of skills and experience that enhance the learning opportunities of the children. BIST welcomes and encourages them. We receive many requests from people who wish to visit or volunteer. We also on occasion request and encourage involvement from volunteers in school activities. These may be BIST parents, local community members or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where and for how long. For this reason all requests from visitors and volunteers should be directed to the Principal who has responsibility for the organisation and/or placement of such individuals.

Vision
All adults who work in our school, whether as paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school's policies and vision.

Confidentiality
Volunteers in school are bound by a code of confidentiality. Any concerns that visitors/volunteers have about students they come into contact with must only be discussed with the Principal or a relevant teacher. Visitors/ volunteers concerned about the actions of another adult, should raise the matter directly with a staff member.

Supervision
All visitors/volunteers are under the supervision of a teacher. Teachers retain responsibility for students at all times. Visitors/volunteers need clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors/volunteers are encouraged to speak to the teacher if they have a query about any aspect of a student's understanding or behaviour.

Health & Safety
Teachers ensure that visitors/volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task). Visitors/volunteers are asked to exercise due care and attention and report any obvious hazards to the teacher.

Safeguarding Children
The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedure:

I. All visitors and volunteers are expected to familiarise themselves with this policy.
II. Visitors and volunteers must wear an identification badge whilst on the premises.
III. All volunteers must sign a BIST Volunteer Information Form
IV. The school reserves the right to ask for a character reference if necessary
V. Anyone visiting or volunteering on a regular basis and who has substantial access to children must have a full, up to date DBS check

Complaints Procedure
Any complaints about a visitor or volunteer will be referred to the Principal. Any complaints made by a visitor or volunteer will also be referred to the Principal.
School Management reserves the right to take the following actions:

I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again

II. Offer an alternative placement
III. Inform the visitor or volunteer that the school no longer supports their attendance at school

Monitoring and review
This policy will be reviewed annually or in the light of new guidance from the UK government.

See also: S8a. BIST Volunteer Information Form

Date: July 2020