

St James C.E. Primary School, Handsworth

Visitors, Volunteers and Student Safeguarding Policy

June 2020

At St. James CE Primary school we value the contribution that visitors, volunteers and students make to the education and lives of our children. We welcome the wealth of skills and experience they bring with them.

Whilst the prime focus of St. James CE Primary School is to secure the best educational provision for the child, the school recognises that the safety, welfare and care of children are paramount.

We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times as set out in the school's safeguarding policy.

We will ensure that arrangements are in place for:

- all reasonable measures to be taken to minimise the risks of harm to children's welfare.
- all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies
- all persons working at this school to be made aware of this policy and all relevant Safeguarding policies.

Aims and Values

All adults who work in our school, whether a paid member of staff, volunteer, visitor or student, are expected to work and conduct themselves in such a way as to actively support our school aims and values and comply with our staff code of conduct (Local Authority).

Our purpose is to provide a happy and secure environment, in which children develop and achieve their full potential intellectually, emotionally, socially, physically and spiritually. We aim to develop children as individuals and members of society, to provide them with experiences that promote a love of learning and enhance spiritual awareness.

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit, volunteer or take up a placement as a student. These may be parents of children at St. James, members of the local community or individuals interested in pursuing a career with children.

We also invite many visitors to our school to support the curriculum. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us.

For this reason all requests from visitors, volunteers and students should be directed to the Head Teacher who has responsibility for the organisation and/or placement of such individuals.

Confidentiality

Volunteers, visitors and students in school are bound by a code of confidentiality.

Any concerns that they may have about the children they come into contact with should only be discussed with the Designated Senior Leader in charge of safeguarding (Miss Sarah Cross or Mrs. Jayne Pritchard, Mr Mark Lanyon)

Visitors, volunteers and students concerned about what another adult in the schools says or does, should also direct their concern to a DSL.

Supervision

All visitors, volunteers and students are under the supervision of the class teacher. Teachers retain responsibility for the children at all times. Visitors, volunteers and students should have 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.

Safeguarding Children

The safety and welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

- All visitors, volunteers and students are given a copy of this policy
- Visitors and volunteers must sign in at the school office and wear a visitor identification badge whilst on the premises
- Students need not during their block placement
- All volunteers, visitors and students must sign a Visitors, Volunteers and Students Agreement (appendix i)
- The school reserves the right to ask for a character reference if necessary
- We request all students to have a DBS check, including barring list and meet the Childcare Disqualification requirements. This is usually arranged by the university or college who are responsible for providing the evidence.
- We encourage *all* visitors and volunteers who work with children to have a DBS check including barring list and to meet the Childcare Disqualification requirements, however recognise it is not a legal requirement in all circumstances.
- Anyone visiting or volunteering on a regular basis and who has substantial access to children *must* have a full, up to date DBS check including barring list and to meet the Childcare Disqualification requirements.
- All visitors will be approved by either the Head of School or the Deputy Head of School prior to entry into the school through a Visitor Request Form.
- All volunteers and students will be approved by the Deputy Head of School and must only be recruited via the Deputy Head of School.

DBS (Disclosure and Barring Service) Check

The Department for Education (DfE) sets out schools' obligations regarding Disclosure and Barring Service (DBS) checks in the statutory guidance: Keeping Children Safe in Education. The DfE have also set out guidelines regarding Childcare (Disqualification) Regulations 2009 (The legal duty to conduct checks on persons in schools).

At St. James we, having recognised the vulnerability of our children growing up in inner city Birmingham, and have made the decision to request DBS and Childcare disqualification Requirement checks of all our volunteers. We will take each application to volunteer and make an informed decision about the relevant checks using the information available to us. We will use the statutory guidance: Keeping Children Safe in Education and any supplementary advice, to support us with this decision so that every decision made is solely based on our aim to keep all of our children safe.

See appendix iii for summary of who will need a DBS check. See also reference links below for further clarification on who needs Childcare Disqualification Requirement checks.

Complaints Procedure

Any complaints about a visitor, volunteer or student will be referred to the Head of School or Deputy Head of School.

The school reserves the right to take the following actions:

- To speak with the individual about a breach of the agreement and seek reassurance this will not happen again
- Inform the visitor, volunteer or student that the school no longer supports their attendance at school

Monitoring and review

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the DfE.

Reference

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350747/Keeping_children_safe_in_education.pdf)

(<http://www.legislation.gov.uk/ukxi/2009/1547/contents/made>)

Developed by Mark Lanyon (Head Teacher) and Sylvia James (School Business Manager)
(January 2015)

Reviewed: Sarah Cross June 2020

Visitors and Volunteer Agreement

Thank you for visiting or offering your services as a volunteer at St. James CE Primary School. We value the skills and experiences you bring to or children and believe that it hugely benefits our children’s development.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the Visitors & Volunteer Policy and the Safeguarding Policy
- I agree to support the school’s Aims and Values
- I agree to treat information I learn from in the school as confidential
- I agree to report anything that raises a concern for me to the Designated Senior Leader for Safeguarding

DBS Check – (circle as appropriate): Yes No Applied for

DBS Number:

Signed.....

Name.....

Date.....

Visitor Request From

Please complete this form if you wish to invite a visitor to the school to work with the children. This must be agreed by either the Head of School or the Deputy Head of School before inviting the visitor or organising the visitor to the school.

Name of staff making request:	
Year group:	
Visitor name:	
Address of organisation:	
Registered charity number if applicable:	
Purpose of visit (include learning objective and subject area):	
Date and time of visit:	
How did you find this organisation/visitor? Do they come recommended? By whom?	
Any other information about the visitor:	

Visitor requested granted by _____

Signature _____ Date _____

Visitor request **not** granted by _____

Reasons _____

Signature _____ Date _____

Once signed please keep a copy for your reference and return original to either Head of School or the Deputy Head of School.

To be filed in the school office for future reference.

Appendix iii

Who Needs A DBS Check?

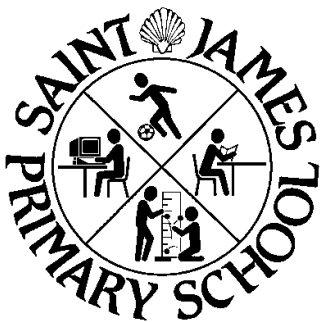
In its statutory guidance on safeguarding for schools and colleges, entitled Keeping Children Safe in Education, the Department for Education (DfE) sets out schools' obligations regarding Disclosure and Barring Service (DBS) checks.

Who	What	Further Clarification
Staff in 'regulated activity': enhanced DBS and barred list check	Paragraph 48 of the statutory guidance on safeguarding explains that all those in 'regulated activity' must have an enhanced DBS check with barred list information.	<p>the majority of school and college staff, since individuals are considered to be in 'regulated activity' where they:</p> <ul style="list-style-type: none"> -Will be responsible, on a regular basis, in any setting for the care or supervision of children; or -Will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid, or whether the person is directly employed or employed by a contractor); or
Volunteers working with children unsupervised	Paragraph 76 of the guidance confirms that an <u>enhanced DBS check with barred list information should be obtained</u> for volunteers who will regularly work with children on an unsupervised basis. This is considered 'regulated activity'.	
Those not in 'regulated activity': enhanced DBS check only	<p>Paragraph 60 of the guidance explains that schools and colleges cannot legally request an enhanced DBS check with barred list information for anyone who is not in regulated activity.</p> <p>However, schools and colleges may request an <u>enhanced DBS check <i>without</i> a barred list check</u></p>	
Supervised volunteers	Paragraph 77 notes that schools should obtain an	Paragraph 81 explains that for existing volunteers who are not engaging in regulated activity, a school

	<p>enhanced DBS check for a new volunteer not in regulated activity.</p>	<p>or college should undertake a risk assessment and use their judgment to decide whether or not to seek an enhanced DBS check. It suggests considering:</p> <ul style="list-style-type: none"> -The nature of the volunteer's work with children -What the establishment knows about the volunteer -Whether the volunteer has referees who can advise on his/her suitability -Whether the role is eligible for an enhanced DBS check
<p>Visitors</p>	<p>Paragraph 89 explains that schools do not have the power to request DBS checks for visitors, or to ask to see visitors' DBS certificates.</p>	

Head Teacher: Miss Cross
Deputy Head: Mrs Hanson & Mrs Pritchard
Business Manager: Mrs LeMovern
Chair of Governors: Mrs. M. Hare

St. James' Church Of England
Primary School, Handsworth
is a controlled church school.



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Fax: 0121 551 4895

Email: enquiry@stjamesce.bham.sch.uk
Email: m.lanyon@stjamesce.bham.sch.uk

St. James' Church of England Primary School, Handsworth

XXXX 2017

Dear XXXXX,

Re: Character Reference

(Student's Name) who attends (School / College) has requested a work experience placement at St. James Primary School from (date to date).

In line with our safeguarding procedures, I am writing to secure a character reference to allow us to be certain that your student is suitable to work with children of primary school age.

Please would you identify:

Name (If different from above)		Role at the school / academy / college	
How long you have known this student			
Your judgement of this student's conduct			
Has this student been subject to disciplinary procedures (please detail)			
Your view on this student's suitability to work with children of primary school age			
Further comments			

Thank you for your support

Yours truly,

Head Teacher