

Visitors and Volunteer Agreement

Visitors and volunteers at Ravensbury Community School bring with them a wealth of skills and experience that can enhance the learning opportunities of our pupils.

Aims and Values

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our aims and values as listed below:

- We aim to safeguard and promote the welfare of all pupils in our care by providing an environment in which they are safe and secure and can be supported in their physical and emotional needs.
- We aim to provide a happy and healthy school environment where pupils and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a curriculum that is broad and balanced, that will help pupils prepare for the opportunities and responsibilities that are needed for now and later in life.
- We expect everyone to achieve outstanding standards of work and behaviour both inside and outside the school.
- We will encourage the pupils to develop spiritually, morally, culturally, mentally and physically.

We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

Confidentiality

Volunteers in our school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the pupils they come into contact with should only be discussed with other members of staff. Visitors and volunteers concerned about what another adult in the school says or does, should raise the matter directly with a senior member of staff.

Supervision

All visitors and volunteers are under the supervision of a member of staff who retains responsibility for the pupils at all times. Visitors and volunteers should have clear guidance from that member of staff as to how an activity involving pupils may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to a member of staff if they have a query about any aspect of a student's understanding or behaviour.

Health and Safety

The school has a Health and Safety Policy available on request from reception and on the school website. Staff ensure that visitors and volunteers are made aware of any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the relevant member of staff.

Safeguarding Children

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

- All visitors and volunteers are given this agreement to read and accept.
- Visitors and volunteers must wear an identification badge whilst on the premises.
- The school reserves the right to ask for a character reference if necessary
- Anyone visiting or volunteering on a regular basis and who has substantial access to pupils MUST have a full up to date Enhanced DBS check.
- All staff, visitors and volunteers are expected to adhere to the guidance for working with children set out in the Safeguarding Children's Board's document "Guidance for Safe Working Practice for adults who work with children and young people ", a copy of which is available on request from the school office.

Complaints procedure

Any complaints about a visitor or volunteer will be referred to the Headteacher or Deputy Headteacher. Any complaints made by the visitor or volunteer will also be referred to the Headteacher or Deputy Headteacher.

The Headteacher reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- Offer an alternative placement in another area of the school
- Inform the visitor or volunteer that the school no longer supports their attendance at the establishment.

Thanks you for visiting or offering your services as a volunteer at Ravensbury Community School, we hope that you will gain much from your experience here.