

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Volunteers & Visitors Policy



Education is the Foundation to Build-a-Future  
Company Reg N°: 4521396



Volunteers & Visitors Policy Version Number:	1
Applicable To:	Build-a-Future
Committee:	Build-a-Future
Approved By Principals in:	August 2018
Review Cycle:	Annually
Date of Next Review:	August 2019
Related documentation:	The visitor / volunteer Safeguarding leaflet found at Reception The Safeguarding/Prevent poster in toilets and offices BAF Data Protection Policy BAF Whistle Blowing Policy Health and Safety Policy Fire Evacuation & Lockdown Procedures (local for each BAF) BAF E-Safety and Acceptable ICT Use Policy

### 1 Rationale

BAF welcome visitors and volunteers from the local community and beyond. Visitors and Volunteers bring with them a range of skills and experience that can enhance, broaden and enrich the learning opportunities of learners. A visitor or volunteer is an adult who provides support to or are invited to our BAF for a short period of time.

Examples of volunteers or visitors may include:

- Members of BAF Governors.
- Parents/ Carers of learners.
- Learners on work experience.
- Ex members of staff.
- Local residents.
- University Learners on Work Experience.
- Church Members or other Faith groups.
- Emergency services e.g., Firefighters, PCSOs, paramedics or adults who work in healthcare.

The types of activities that volunteers or visitors are engaged in might include:

- Hearing learners read.
- Working with small groups of learners.
- Undertaking arts and craft activities with learners.
- Supporting teachers to run after-BAF clubs.

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- Working with learners on the computer.
- Other school & BAF visits.
- Talking to groups of learners or during an assembly.
- Supervised tours of BAF with a member of SLT, the Principal or a suitable delegated member of staff.
- Shadowing staff/ WEX.

### Definition of Regulated Activity

As BAF is a 'specified places', an activity is a regulated activity if it is carried out frequently (once a week or more, or on 4 or more days in a 30-day period) and gives the person the opportunity in their work to have contact with learner's subject to the following new exceptions:

- Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of learners).
- Volunteering, under day to day supervision of another person engaging in regulated activity.

Key points to note in respect of supervision are as follows:

- It must be undertaken by a person who is in regulated activity.
- It must be regular and day to day.
- It must be 'reasonable in all the circumstances to ensure the protection of learners'.

### 2 Visitors

All professional visits to BAF must be prearranged and agreed with the appropriate member of staff or a member of the SLT. The visitor must have a clear purpose that will be of benefit to the learner.

BAF will positively background check those external supply agencies who are engaged to provide specific learning opportunities or experiences for learners.

All visiting speakers must read and adhere to the Visiting Speakers Agreement (Appendix 1)

Any presentations by visitors must adhere to the following description:

- Any members of staff booking visitors should check to ensure beforehand that the presentation will be compliant with the following.
- The presentation must be appropriate to the age and maturity level of the learner audience.

The content of the speech/ presentation must support British Values, BAF values and contribute to preparing learners for life in modern Britain:

- Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

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- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

### 3 Volunteers

Anyone offering to be a volunteer, either for a one-off event or on a more regular basis should approach the appropriate member of staff so that approval can be obtained before they start. Volunteers should complete the Volunteer Application Form (Appendix 2) with their contact details, references, type of activities they will help with and the times they are available to help.

Before starting to help in BAF, volunteers should complete the Volunteer Agreement (Appendix 3), which sets out BAF's expectations of volunteers and asks volunteers to confirm they have received and read a copy of this policy. We would also ask that each volunteer supplies 2 referees on their application form. If the activity is to become a regular activity, a DBS will also be required.

Volunteers for off-site activities e.g., an BAF trip will also need to complete the off-site visits agreement (Appendix 4)

### 4 Visitors, Volunteers and Safeguarding

To ensure the safety of our learners at all times, volunteers will be categorised in these ways

- One-off volunteers or visitors e.g. a visitor in assembly, a parent helping on a BAF trip. A DBS check is not required although careful checking that the individual is suitable and is visiting for legitimate purposes will take place. This visitor will not be permitted to be in regulated activity with the learner and will have an adult member of staff with them at all times.
- One-off volunteers or visitors who are working with learners e.g. a theatre group or sports provider. These volunteers and visitors will be required to complete or provide proof of a DBS check. We are unable to have any volunteer in an BAF working with learners unless they have had a DBS check and have shown their certificate in BAF. The number of this certificate will be recorded.
- Regular visitors or volunteers e.g. Languages Futures. This is defined as someone coming in more than once per half term. These volunteers will be required to complete or provide proof of a DBS check. We are unable to have any volunteer in an BAF working with learners unless they have had a DBS check and have shown their certificate in BAF. The number of this certificate will be recorded. If volunteers have a gap between visits to BAF of more than 3 months, they will be required to complete a new DBS check.
- Regular Volunteers and visitors should read this policy and the following documents prior to helping at any BAF and then sign the relevant section of the volunteer's agreement:

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- The visitor /volunteer Safeguarding leaflet found at Reception.
- The Safeguarding/Prevent poster in toilets and offices.
- Essential Safeguarding and CP Information relevant to the specific BAF.

### 5 Confidentiality & Data Protection

All adults in an BAF are bound by the BAF Data Protection Policy. All staff members, voluntary helpers and visitors should be aware that information relating to an individual learner or members of staff is totally confidential. Whilst in an BAF volunteers may hear conversations which are of a confidential nature. These cover aspects such as learner's academic progress, misbehaviour, or home circumstances. All information relating to individual learners and staff is totally confidential and volunteers must respect this.

Any concerns that volunteers or visitors have about the learners they work with/come into contact with should be shared with the teacher and NOT with the parents of the learner or any persons outside an BAF. These comments, particularly if taken out of context can cause distress to the parents of the learner if not heard directly from BAF. A situation may arise in an BAF, where the duty to the learner is greater than that to the parent. If a learner discloses something, this information should be shared promptly with the learner's teacher, Safeguarding Lead or the Principal.

Volunteers or visitors who are concerned about anything another adult in BAF does or says should raise the matter with the Principal or another member of staff, in line with the BAF Whistle Blowing Policy.

### 6 Supervision

All regular volunteers work under the supervision of the teacher to which they are assigned. Although teachers retain responsibility for learners at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a learner's behaviour or understanding of a task.

### 7 Health and Safety

BAF has a Health and Safety Policy which is available on request. Teachers should ensure that volunteers and visitors are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends on a BAF trip, their emergency contact details will be requested. Volunteers and visitors need to exercise due care and attention and report any obvious hazards or concerns to the teacher or Principal.

### 8 Use of Mobile Phones and Photographs

- Volunteers and visitors are required to turn phones off when volunteering in classrooms.

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- Under no circumstances is mobile phone use permitted when helping with swimming changing.
- Volunteers and visitors are not permitted to take photographs of learners.
- Full reference should be made to the BAF E-Safety and Acceptable ICT Use Policy.

### 9 Complaints Procedure

Any complaints made about a volunteer or visitor or by a volunteer or visitor will be referred to the Principal for investigation.

BAF has the right to take the following actions:

- Speak with the volunteer or visitor about a breach in the volunteer agreement.
- Offer an alternative placement.
- Inform the volunteer or visitor that they are no longer required to help in an BAF.

### Appendix 1: Visiting Speakers Agreement – to be signed by all visiting speakers

BAF understand the importance of visitors and external agencies to enrich the experiences of our learners. In order to safeguard our learners, we expect all visiting speakers to read and adhere to the statements below.

- The presentation must be appropriate to the age and maturity level of the learner audience.
- The content of the speech/ presentation must support British Values, BAF Values and contribute to preparing learners for life in modern Britain.
- Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

Visitors will also be accompanied by a member of staff at all times

Signed (Visitor) \_\_\_\_\_

Print Name \_\_\_\_\_

Signed (Staff) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



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### Appendix 3: VOLUNTEER and VISITOR AGREEMENT

If you are a visitor at BAF for more than 1 day, please sign below.

As a Volunteer at BAF thank you for your services. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience here. Please read and sign this Volunteer and Visitor Agreement Sheet and hand it in at BAF. You will receive a copy of it for your records.

I have received a copy of BAF's Volunteer and Visitors Policy.

I agree to treat information I learn from being a Volunteer in BAF as confidential.

I understand that I may be required to undergo a DBS check to advise BAF of my suitability as a volunteer. If you already have a DBS Certificate, please show it to the Principal's PA.

I have read the required documents relating to safeguarding:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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### Appendix 4: OFF-SITE VISITS VOLUNTEER AGREEMENT

Trips are an integral part of learning at our BAF and afford many learners opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this BAF trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our BAF's risk assessment planning.

Role of the Volunteer Helper:

- To be responsible for and look after, in equal measure, all of the learners in your group.
- To stay with your allocated group of learners, ensuring that their well-being and safety is maintained for the total duration of BAF trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our BAF!
- To ensure that your group keep up with the body of BAF visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your learner's teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour.

Working alongside BAF staff

BAF staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of BAF staff.
- Show a commitment to their group, an interest in the focus of the visit and assist learners in their learning by helping them to read signs/labels/information, asking questions that encourage learners to think about the task and help to explain areas of interest.
- Follow guidance from BAF staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on a BAF trip.
- Volunteer helpers are not allowed to re-organise BAF visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of learners.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after BAF trip.
- Volunteers are not allowed to touch or reprimand learners but should speak to an BAF staff member if there are any difficulties. If you need to move a learner or gain a learner's attention we always use their name and under no circumstances are we to come into physical contact with a learner.

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### First Aid

For each group on a BAF visit, there will be at least one qualified first aider. You will be informed if any learner in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of BAF party, please telephone one of the members of staff on your contact list or telephone BAF.

I have read the Volunteer and Visitors Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed: \_\_\_\_\_ Date : \_\_\_\_\_

To enable us to contact your next of kin in an emergency, please provide BAF with your contact details.

Educational Trip/Visit

.....

Date/s of trip

.....

Volunteer's name

.....

Mobile telephone number

..... I agree that I give permission for my photo to be included in BAF newsletters; BAF prospectus; BAF articles; our website, etc which may be viewed by BAF community and the general public.

YES / NO

Signed: .....volunteer helper