



L.E.A.D. Academy Trust

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# **BISHOP ALEXANDER L.E.A.D ACADEMY Visitor and Volunteer POLICY**

## **Policy/Procedure management log**

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Author	
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## **Policy Statement**

Bishop Alexander LEAD Academy assures all visitors and volunteers a warm, friendly and professional welcome, whatever the purpose of their visit.

The academy has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the academy recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Academy therefore requires that ALL VISITORS AND VOLUNTEERS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the academy site.

## **Policy Responsibility**

The Business Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the academy’s headteacher and designated safeguarding lead as appropriate. All breaches of this procedure must be reported to the Business Manager and/or headteacher.

## **Aim**

To safeguard all children under this academy’s responsibility both during academy hours, curriculum and out of school hours activities which are arranged by the academy. The aim is to ensure that students at Bishop Alexander LEAD Academy can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## **Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors and volunteers to the academy, which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding policy and procedures.

## **Where and to whom the policy applies**

The academy is deemed to have control and responsibility for its pupils anywhere on the academy site (i.e. within the academy boundary fence), during normal academy hours, during after academy activities and on academy organised (and supervised) off-site activities.

### **The policy applies to:**

- All staff employed by the academy and LEAD Academy Trust
- All external visitors entering the academy site during the day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the academy
- All parents and volunteers
- All pupils
- Other Education related personnel (LA Advisors, Inspectors etc)
- Building & Maintenance and all other independent contractors visiting the academy premises
- Independent contractors who may transport students on minibuses or in taxis
- Social workers, health professionals and all other Nottinghamshire County Council representatives

## **Protocol and Procedures**

### **Visitors to the Academy**

All visitors to the academy will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below), for volunteers: on their first visit / induction. They must follow the procedure below.

- At times when the security gates are closed, all visitors/volunteers must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors/volunteers must report to reception first. No visitor is permitted to enter the academy via any other entrance under any circumstances.
- At reception, all visitors/volunteers must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors/volunteers will be asked to sign in using the electronic system which is in reception at all times making note of their name, organisation, who they are visiting and car registration (if applicable).

- All visitors/ volunteers will be required to wear an identification badge (either red or green in colour) – the badge must remain visible throughout their visit.
- Visitors/volunteers will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive them. The contact will then be responsible for them while they are on site. The visitor/volunteer must not be allowed to move about the site unaccompanied unless they are registered on the Approved List.

**Any visitor attending the academy on a 'one off' visit or who is potentially not going to have an enhanced DBS must make that known to the member of staff booking them.**

**A visitor form and risk assessment will then be completed by the key member of staff. This must be seen, approved and signed by the Headteacher prior to their attendance at the academy. A copy will then be held by the office for reference and verification.**

### **Approved List**

The Academy will hold an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff). This is held on the academy single central record.

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Academy's Central Record (Ideally the current DBS is no more than 3 years old but the academy realise that this is not a statutory requirement and cannot be enforced) AND
- b) A current clear Barred List check has been undertaken by the academy's business manager (if applicable) AND/OR
- c) (In exceptional circumstances) They have the written authorisation of the Headteacher or Business Manager to travel around the academy site unaided.

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in). A copy of the approved visitor list will be kept by reception at all times.

### **Visitor/Volunteer Departure from Academy**

On departing the academy, visitors/volunteers MUST leave via reception and:

- Sign out via the electronic system recording their departure time alongside their arrival entry

- Return the identification badge to reception
- A member of staff should escort the visitor/volunteer to the exit of the academy ensuring the visitor/volunteer does not re-enter the academy site, (potentially breaching security).

### **Unknown/Uninvited Visitors to the Academy**

Any visitor to the academy site who is not wearing an identity badge should be challenged, by an appropriate adult, politely to enquire who they are and their business on the academy site.

They should then be escorted to reception to sign in and be issued with an identity badge. The procedures under “Visitors to the Academy” above will then apply

If the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Business Manager (or Senior Leader if neither is available) should be informed promptly.

The Headteacher / Business Manager or Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the academy grounds, police assistance will be called for.

### **Governors and Volunteers**

All governors and regular volunteers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the Academy office.

The Academy must check all governors and volunteers DBS certification is current (i.e. less than 3 years old)

Thereafter, normal visitor procedures should apply. Please note that Governors should sign in and out using the electronic signing in system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into academy for an activity or class supporting role and upon their induction.

## **Staff Development**

As part of their induction, new staff will be made conversant with this policy for external visitors and all volunteers and asked to ensure compliance with its procedures at all times.

## **Linked policies**

This policy and procedures should be read in conjunction with other related academy policies, including:

- Safeguarding Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Security Policy
- Fire Safety Policy

## **Policy Review**

The policy will be reviewed in September 2025

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

## Appendix 1 – Visitor form and risk assessment

### Bishop Alexander LEAD Academy Visitor Form for working with children (to be given to Headteacher prior to visitor entering Academy)

Name of teacher responsible for visitor: \_\_\_\_\_

Name of Visitor:	Contact Details:
Date of Visit:	Year groups involved:
Aim of visit:	Cost:
How did you hear / find out about this person / group?	
Location/Organisation/Special Arrangements:	

**Checks prior to visit:** (have you checked for extremist / radical views?)

Website checked?	Yes / No	Google search completed?	Yes / No
Other checks (please specify):			

#### On visit/first visit:

Academy visitor agreement form signed (pages 5-6)

Photo ID seen ☐ Type of ID \_\_\_\_\_  
(not applicable for parents)

DBS seen ☐  
(if applicable) Disclosure No. \_\_\_\_\_

Form completed by: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Please give completed form and signed visitor agreement to the Academy office.

## Risk Assessment for Visitors and Volunteers (without valid DBS and/or suitable ID)

<b>Brief outline of activities to be undertaken whilst in Academy:</b>	<b>Risk Level:</b>  1 = Low = Minimal risk of an injury  2= Low/Medium  3= Medium= Medium Risk of injury/harm  4= Medium/High  5= High= High Risk of Injury or Death	
<b>During time in Academy:</b>		
<b>Hazards</b>	<b>Control Measures</b>	<b>Risk level following control measures</b>  <b>(Put in the risk level)</b>
<b>Health and safety whilst on Academy premises</b>		
Using Academy equipment	<ul style="list-style-type: none"> <li>All visitors/volunteers must take personal responsibility for their safety whilst on site. If a piece of equipment does not seem suitable for them to use, e.g. A small chair, they should make this known to the class teacher before any injury occurs.</li> </ul>	
Risk of fire	<ul style="list-style-type: none"> <li>Visitors/volunteers must ensure they always sign in and out of the academy to ensure an accurate fire register is available.</li> <li>In the event of a fire, visitors/volunteers must follow the academy policy, evacuate the building and not re-enter until they are told it is safe to do so.</li> <li>If the visitor/volunteer would require assistance or a PEEP whilst at the academy then they must make that known to the member of staff they are working with.</li> </ul>	
<b>Safeguarding of pupils and adults</b>		
Understanding of statutory	<ul style="list-style-type: none"> <li>Visitors/volunteers must report any concerns regarding pupils immediately to either the class teacher or designated safeguarding lead. If the concern is regarding an adult it should be reported</li> </ul>	



safeguarding expectations.	<p>immediately to the headteacher or DSL in their absence.</p> <ul style="list-style-type: none"> <li>• Visitors/volunteers must record any concerns on the 'record of concern' form and pass straight to the class teacher/ DSL or Headteacher</li> </ul>	
Working alone	<ul style="list-style-type: none"> <li>• Visitors/volunteers should not be left to work alone with pupils or be left in the classroom with pupils without an employed member of academy staff present.</li> <li>• If a visitor/volunteer is asked to work in a space/complete a task in which they would be alone with a pupil, they should raise this concern with the class teacher/DSL.</li> </ul>	
Photographs	<ul style="list-style-type: none"> <li>• Visitors/volunteers should not take photographs of children without the written agreement of the Headteacher and for the purpose of the visit.</li> <li>• All photographs should be taken on an academy device and should not leave the academy premises.</li> <li>• Visitors/volunteers should be made aware of any children without consent for photographs in the class in which they are in.</li> </ul>	
Pupils being injured	<ul style="list-style-type: none"> <li>• If a child is injured whilst working with a visitor/volunteer, they must first ensure the child receives appropriate medical help from an employed member of academy staff.</li> <li>• Following any accident or injury, the visitor/volunteer must ensure the class teacher is fully aware of the circumstances surrounding the injury and the actions taken.</li> <li>• In no circumstances should visitor/volunteer treat a pupil alone.</li> </ul>	
Roles and responsibilities	<ul style="list-style-type: none"> <li>• Visitors/volunteers should understand that they are not employed by the academy and must follow the academy code of conduct rules.</li> <li>• If a visitor/volunteer is unsure of their role at any time they should consult the class teacher/Headteacher.</li> <li>• Visitors/volunteers should not be expected to take on duties specific to an employed member of staff e.g. Marking, playground duties etc. but may ask to be involved in certain aspects if this helps them further understand the teacher's role.</li> </ul>	
IT/Confidentiality/ Social Media	<ul style="list-style-type: none"> <li>• Visitors/volunteers should not use or put anything on social media relating the academy.</li> <li>• In line with safeguarding documents and academy policy, visitors/volunteers should understand confidentiality within the academy and their role. Any queries or concerns about confidentiality/social media</li> </ul>	

	should be directed to the class teacher or Headteacher at any point during their time in the academy.	
<b>Medical needs</b>		
Allergies	<ul style="list-style-type: none"> <li>• If a visitor/volunteer has any allergies that may affect their time spent in the Academy, they must inform the class teacher they are working alongside.</li> <li>• Any medications that the Academy visitor or volunteer requires during the Academy day should be kept securely with them and not left anywhere that a pupil may access it.</li> </ul>	
<b>Additional</b>		

## Guide to Induction – Regular School Based Volunteers

As a Trust, we aim to ensure all volunteers are properly welcomed, that they are given full and effective information that allows them to settle quickly into their volunteer role and be provided with all necessary statutory training.

The checklist below is designed to assist with inducting new volunteers ensure all the key information is covered and they feel comfortable with their time in the school.

### 1. GETTING AROUND & DAY ONE BASICS

Item	How/Who (suggested)	Date Completed & Initials
Day one forms – declaration of interests, next of kin, KCSIE part one etc.	SBM	
Ensure documentation complete in full – full name, address, contact details, next of kin, risk assessment in place if necessary** <i>**please see BM guidance for volunteers on p4 onwards</i>	SBM	
Discuss Trust's Mission, vision and values and academy's aims and objectives	Line manager	
Discuss expectation of volunteer hours – start and end times, agreed days	SBM/Line Manager	
Conduct brief tour of the school e.g. fire exits, facilities, their volunteer area, fire points, location of first aid boxes	SBM/Line Manager	
Day One health and safety basics e.g. accident reporting/fire alarms, security, DSE assessment, who to contact in an emergency	SBM/Line Manager	

## 2. POLICIES (AS APPLICABLE)

Item	How/Who (suggested)	Date Completed & Initials
Health and safety policy	SBM	
Code of Conduct	SBM	
KCSIE part One	SBM	
Online Safety ( <i>only if directly relevant to volunteering role</i> )	SBM	

## 3. STATUTORY TRAINING VIA THE NATIONAL COLLEGE PLATFORM (IF APPROPRIATE)

As the National College (NC) training can only currently be accessed by Trust employees, this will need to be supervised by the Business Manager (BM) to allow the volunteer to have access.

- If the easiest option is that the BM logs into the NC training using their account, it is important that BMs are mindful of their administration rights. Therefore volunteers should not be left unsupervised to ensure they do not have access to any other information.
- Alternatively, BMs could present the NC training to volunteers e.g. by displaying this through a projector for a group or by loading it up on a laptop/tablet for an individual volunteer and arranging for them to watch the content whilst supervised.
- Please note that as this training will have already been completed by the BM, the quiz section cannot be completed again by the volunteer.

Item	How/Who (suggested)	Date Completed & Initials
Safeguarding and Prevent		
Fire safety		
<i>(Applicable for catering volunteers)</i> Handling, storing and disposing of hazardous materials		
<i>(Applicable for catering volunteers)</i> Food hygiene		
<i>(Applicable for catering volunteers)</i> Food allergy awareness and anaphylaxis		

#### 4. SAFEGUARDING INDUCTION (FOR REGULAR AND ONGOING VOLUNTEERS) – FIRST WEEK to be signed off by your Volunteer

**The welfare of the child is paramount. Safeguarding is everyone's responsibility.**

Volunteers should:

- Be responsible for their behaviours.
- Avoid conduct which would raise concerns.
- Work in an open and transparent way.
- Discuss concerns/take advice from senior members of staff/DSLs.
- Apply the same professional standards of pupils and staff regardless of culture, disability, gender, language, racial origin, religious belief, sexual identity or age.
- Monitor and review practice.
- Follow guidance and policies as required.
- Always put training into practice.
- Resist making assumptions about pupils and listen to what they are saying, look for changes in behaviours or physical appearance and act with urgency to prevent harm.
- Never presume someone else will report or take action.

**Please complete the table below, items in bold are mandatory and the rest are to be completed if it going to be part of their role as a volunteer:**

Item	Who	Date Completed & Initials
<b>Provide safeguarding policy &amp; discuss school ethos –</b> <i>please log confirmation that policy has been read and understood.</i>		
<b>Provide Staff code of conduct/safer working practices documents –</b> <i>please log confirmation that policy has been read and understood.</i>		
<b>Ensure clear understanding of the role of DSLs and who they are within the school.</b> <b>Ensure numbers for NSPCC/Social care etc. are provided.</b>		
<b>Provide KCSIE Part 1 -</b> <i>please log confirmation that policy has been read and understood.</i>		
<b>Deliver Safeguarding/child protection training.</b>		
<b>Advise of first aid practices &amp; accident management procedures.</b>		

<b>Provide Behaviour Management and Anti-Bullying policies. Clarify schools' approach to physical handling and behaviour strategies.</b>		
<b>Discuss child protection flowcharts.</b>		
<b>Advise of managing medical conditions policies.</b>		
<b>Remind of the allocated buddy within school.</b>		
<b>Provide and confirm understanding of whistle blowing policy.</b>		
<b>Confirm understanding of requirements under health and safety policy relevant to the role.</b>		
<b>Questionnaire on safeguarding understanding and safeguarding CPD plan in place for initial training and supervision timetable for first half term.</b>		
Advise of attendance tracking requirements		
Confirm schools approach to Safeguarding within the curriculum <ul style="list-style-type: none"> <li>- PHSE policy</li> <li>- E-safety</li> <li>- Safety in the environment linked to schools infrastructure e.g. roads, railways, water etc.</li> </ul>		
Detail requirements for educational visits risk assessments		
Provide information on vulnerable pupils procedures		
Confirm schools approach to physical intervention/restraint – requirement for Team Teach training or who to contact who is trained		

**I can confirm all aspects of the Section 8 have been discussed with me as part of my induction process:**

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

## **5. Guidance notes for Business Manager in schools with volunteers (KCSIE guidance 2024)**

### **Volunteers**

305. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

306. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

307. The risk assessment should consider:

- the nature of the work with children, especially if it will constitute regulated activity including the level of supervision
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability, and
- whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.

308. Details of the risk assessment should be recorded

### **When should a DBS with barred list be obtained for volunteers?**

309. Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in schools and colleges. See Annex E for statutory supervision guidance. Employers are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

### **Supervision of volunteers**

310. It is for schools and colleges to determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, all schools and colleges must have regard to the statutory guidance issued by the Secretary of State (replicated at Annex E).

311. For a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity relating to children<sup>105</sup>
- regular and day to day, and

- reasonable in all the circumstances to ensure the protection of children.

### **Existing volunteers**

312. Volunteers do not have to be re-checked if they have already had a DBS check (which should include children's barred list information if engaging in regulated activity). However, if the school or college has any concerns, they should consider obtaining a new DBS check at the level appropriate to the volunteering role.



## **Annex E: Statutory guidance – Regulated activity (children) – Supervision of activity with children which is regulated activity when unsupervised**

This statutory guidance on the supervision of activity with children, which is regulated activity when unsupervised, is also published separately on GOV.UK. This document fulfils the duty in legislation that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs. For too long child protection policy has been developed in haste and in response to individual tragedies, with the well intentioned though misguided belief that every risk could be mitigated, and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgement of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

### **Supervision by a person in regulated activity/regular and day to day:**

supervisors must be in regulated activity themselves

The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time. Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision a person will require:

- ages of the children, including whether their ages differ widely
- number of children that the individual is working with
- whether or not other workers are helping to look after the children
- the nature of the individual’s work (or, in a specified place<sup>167</sup> such as a school, the individual’s opportunity for contact with children)

- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity), and
- how many workers would be supervised by each supervising worker.

An organisation is not entitled to request a barred list check on a worker who, because they are supervised, is not in regulated activity.

### **Examples**

#### **Volunteer, in a specified place**

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The headteacher decides supervision is such that Mr Jones is not in regulated activity.

#### **Volunteer, not in a specified place**

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club's managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.