



**Argyle**  
Primary  
School

# **Visitors and Volunteers' Policy**

## **2025-26**

**Review Date:** Summer 2025

**Agreed by:** FGB 15.05.205

**Review Date:** Summer 2026

## **Guidance for Volunteers at Argyle Primary School**

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Argyle welcomes and encourages them whenever practicable.

Volunteers are expected to work in a way which;

- 1) Supports the aims and ethos of the school;
- 2) Provides a positive role model for pupils;
- 3) Supports pupil progress by developing the self-esteem, motivation or skills of pupils.

Visitors and volunteers are expected to comply with any health and safety measures that are applicable and there may be times when the use of visitors and volunteers are suspended for reasons relating to health and safety or infection control.

### **Becoming a Volunteer**

Please bear in mind that we have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Argyle, ex pupils, members of the local community or individuals interested in pursuing a career with children. 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. Because of the need for us to carefully manage all visitors and volunteers, it should be noted that we may at times need to stop the recruitment of volunteers and put your application in a waiting list. Please do not be disappointed therefore if we are unable to process your request immediately.

If you express an interest in becoming a volunteer, you will be asked to fill in an application form setting out your strengths and making it clear what you can offer. This will be passed via the office to the member of the senior leadership team responsible for volunteers and, in due course, you will be invited in to discuss your application in more detail.

Please note that it may be necessary for us to reject your application if we believe that you are in some way unsuitable to work with children or to support the aims and ethos of the school. In this situation we will endeavour to explain our decision clearly and hope that you will understand.

### ***The Argyle Code***

- We believe in our ability to succeed and always have a go
- We love learning, love challenge and are willing to learn from our mistakes
- We take responsibility and make a positive contribution
- We take care of ourselves, others and the environment
- We are all Argyle stars and this is our Argyle code

## **Our Values**

Our values are taught on a two year cycle:

- September: Friendship
- October: Fairness
- November: Forgiveness + Peace
- December: Love
- January: Self-belief
- February: Kindness
- March: Patience
- April: Honesty
- May: Wisdom
- June: Fun
- July: Gratitude

- September: Excellence
- October: Kindness
- November: Compassion
- December: Respect
- January: Drive
- February: Responsibility
- March: Self-control
- April: Positivity
- May: Empathy
- June: Collaboration
- July: Courage

## **Safeguarding Children**

One of the primary roles of all staff, visitors and volunteers at Argyle is to safeguard children. As a volunteer you will be expected to act in a way which protects children and protects you from allegation or suspicion. The welfare of our children is paramount. All volunteers have a responsibility to act in a way which promotes safety and helps to ensure the safety of all. To ensure the safety of our children we adopt the following procedures;

- I. All visitors and volunteers are given a copy of this policy;
- II. Visitors and volunteers must wear an identification badge whilst on the premises;
- III. All volunteers must read and sign our site safety, supervision and safeguarding guidance;
- IV. The school will request two character references as part of the application process for all volunteers;
- V. If a visitor or volunteer will be engaged in regulated activity, they will be required to apply for DBS clearance through the school before they can start volunteering. The volunteer will be assessed as being in regulated activity if their work will involve teaching, training or supervising children and carrying

out the work frequently (defined as once a week or more, or on 4 or more days in a 30 day period).

- VI. Volunteers working solely in class under the supervision of the teacher for a short one-off period (one to two weeks) will not require a DBS. Long-term volunteers such as those reading 1:1 with students or supervising Book Club groups will require a DBS and this will enable them to work away from the class teacher (for example, in the Discovery Zone or one of the halls).

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should **only** be discussed with the class teacher or the designated teacher for child protection (Headteacher / Deputy Headteacher). Visitors and volunteers concerned about what another adult in the school says or does, should raise the matter directly with the head or deputy head teacher.

## **Supervision**

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers 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. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

## **Health & Safety**

The school has a Health and Safety Policy available on request from our school office. An induction will take place which will make you 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 class teacher immediately.

## **What Volunteers Can Expect From Us**

All volunteers can expect to be made to feel welcome by all members of the Argyle school community. Teachers will be in regular communication with the relevant volunteers and make them aware of any issues that may affect the children's ability to engage in a task. Teachers will also inform volunteers of any changes which may be taking place to the school day. Volunteers will be informed in advance of any changes that will affect their ability to work with the children e.g. school trips.

All volunteers will be provided with a named contact. This contact will help to ensure that they are given the right tools with which to support the children.

## **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the head or deputy head teacher. Any complaints made by a visitor or volunteer will also be referred to the head or deputy head teacher.

*The head 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 in another class
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school.

## **General**

When moving about the building, please walk on the left hand-side of the stairways;  
Please avoid loud conversations on staircases/in communal areas;  
Please do not carry open cups of coffee/tea or cans bottles of fizzy drinks around the school;  
Please do not chew gum on the premises.

## **Monitoring and review**

This policy has been approved by the governing body and will be reviewed every two years or in the light of new guidance from the DCSF or LA.

Revised date	Agreed by FGB	Next review date
Summer 2025	15/05/25	Summer 2026