

Introduction

The implementation of this policy is the responsibility of all of the staff within the trust. We want our schools to be open and welcoming to all who would like to support the children.

We also want to encourage parents and other adults to help in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our Trust policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and safeguarding.

Aims and Rationale

The schools within the Link Academy Trust are very fortunate to have supportive friendly parents, carers and visitors.

Our parents, carers and visitors recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood and lifelong learning.

For these reasons we welcome and encourage parents/carers and visitors to participate fully in the life of our schools. The purpose of this policy is to provide a reminder to all parent/carers and visitors to our schools about expected conduct so that we can work together to ensure a safe and positive environment for our children.

The schools within the Trust have a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the trust:

- Administrators
- Teachers
- Teaching Assistants
- IT Technicians
- Meal-Time Assistants
- Cleaning Staff
- Sports Coaches

Adult workers employed by another organisation:

- Contract workers (for example electricians, plumbers, painters and decorators)
- Ground maintenance staff
- Education Welfare Officers
- Health Visitors
- Parent Support advisors
- Local Authority Advisors

- Peripatetic music teachers
- School Committee members

Volunteer helpers:

- Adults from the local community
- Governors
- School Committee members
- Members of the PTA
- Parents or other adult helpers working alongside teaching staff
- Students on work experience.

Volunteer helpers:

- Volunteer helpers support the school in a number of ways, including:
- Hearing pupils read
- Helping develop the school grounds and environment
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with art or subjects involving other practical activities
- Sharing an experience
- Supporting individual pupils

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the whole class.
- Take children off the school site without a teacher in charge.
- Deal with behaviour of a child in school if not their own.
- Be out of the sight of a member of staff, alone with a child.

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Police checks

For the children's safety, all regular volunteer helpers (regular being 3 or more visits within a 30 day period) are required to have police clearance before they work in the school by completing a DBS online. Helpers will also be given a copy of the Code of Conduct (Please see Appendix 1)

The Executive Principal and Head of School have the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Deployment of volunteer helpers

Helpers will be asked to support in classes and situations where there is the most need for individual support. This could be in their own child's classroom, providing it is not a distraction and the teacher is comfortable with the situation.

Visiting School

It is, and will remain, the policy of the Link Academy Trust to welcome parents, carers and visitors to the schools. However, the schools have a responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security. All visitors have a duty to take reasonable care of themselves and others whilst on the school premises.

Identification

If a planned visit has been arranged for a member of staff from another school outside of the trust, or any other person, the visitor will be asked to produce ID and may be requested to have details of DBS clearance, depending on the nature of their visit.

Some contractors may not be DBS cleared and if this is the case we would try to ensure that work is carried before or after school hours. If works have to be performed during the school day we always ensure that the person is accompanied by a member of staff at all times.

Supply staff should also bring ID as confirmation of the DBS information that we will have already received from the Supply Agency.

Parent helpers will be required to sign in the visitors book, wear a staff lanyard and will be asked to complete a DBS form as a volunteer if they intend to help out in class on a regular basis i.e. more than 3 days in a 30-day period.

Procedure for visiting school

Any adults (that are not school-employed staff,) that arrive in the schools must sign in at the reception desk. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the office before they leave. This procedure is followed on both safeguarding and fire safety precautions grounds.

To ensure the smooth running of our schools, visitors may be turned away if an appointment has not been made.

Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the Executive Principal or Head of School.

All visitors must adhere to the instructions given by any member of staff. The head of school will decide whether the visitor needs to be accompanied for the duration of their visit.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the head of School or Executive Principal. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not

pass on any information obtained on their visit to anyone who does not need to know that information.

Any visitor who has concerns about any aspect of their visit should bring this to the attention to the Head of School or Executive Principal.

All visitors must have regard for the health, safety and security of everyone and everything on the premises.

Supply teachers will be made aware of the safeguarding and Child Protection procedures.

Where possible, visits by contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

Respect and Concern for Others and their Rights

We expect parents, carers and other visitors to show respect and concern for others by:

- Supporting the respectful ethos of our schools by setting a good example in their own speech and behaviour towards all members of the school
- Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and calmly to discuss and clarify specific events in order to bring about a positive solution
- Correcting their own child's behaviour appropriately, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour
- Respecting the school environment, including keeping the school tidy by not littering
- Following the parking rules and doing the right thing when delivering and collecting children from school

In order to support a peaceful and safe school environment, the trust cannot and will not tolerate:-

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the schools and their grounds
- The use of loud and/or offensive language or displaying temper
- Threats of doing harm or using physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against their own child on school premises. (Some actions may constitute an assault with legal consequences.)
- Damage or destruction of school property
- Abusive or threatening emails, phone or social network messages
- Smoking, the consumption of alcohol or other drugs, or accessing the school site whilst intoxicated

The above behaviours on school premises will be reported to the appropriate authorities and the Executive Principal or Head of School may prohibit an offending adult from entering the school grounds to safeguard our school.

Pets

We would prefer that no pets be brought onto the school grounds unless by prior agreement with the school.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. The Link Academy Trust is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. The Link Academy Trust is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

This Policy is reviewed by the Local Governing Board on a 3 yearly cycle and must be approved by the Chair of Governors, CEO and the Executive Principal.

Policy Reviewed:	January 2017
Next Review:	Spring Term 2020
Signature of Chair of Governors:	Signature of Executive Principal:
	Signature of CEO: