

Victoria Lane Academy



Visitors and Volunteer Policy 2020 - 2021



A Member of the Tudhoe Learning Trust



Visitors and Volunteers Policy

Inclusion Statement

Victoria Lane Academy is committed to creating a school in which the teaching and learning, achievements, attitudes and wellbeing of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic attainments and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning.

This policy links to a range of other policies in school. These include-: is supported by the following school policies: Special Educational Needs, Able, Gifted and Talented, Equality Statement, Behaviour Policy, Looked After Children Policy, Teaching and Learning Policy and Curriculum Policy.

Educate and Celebrate

Victoria Lane Academy are proud to be a part of 'Educate and Celebrate'. Our school does not tolerate any types of discrimination, which include acts against anyone due to their:

- Disability
- Gender
- Race
- Religion and belief
- Sex
- Sexual orientation
- Pregnancy and Maternity.

As part of the programme, we educate children about our diverse society and children learn to celebrate differences.

*** Covid-19 specific guidance (taken from Visitor Risk Assessment June 2020 and updated Covid-19 Risk Assessment July 2020):**

- 1) **Only essential visitors are allowed inside of the school building.**
- 2) **Where possible appointments to be made outside of school hours**
- 3) **Visitors do not enter the school office. Instead JT to sign them in and out**
- 4) **Visitors must wash their hands immediately upon arrival and before leaving the site.**
- 5) **Visitors must adhere to strict social distancing guidelines while on the premises.**
- 6) **Visitors to be supervised at all times**
- 7) **Only essential items to be ordered for delivery**
- 8) **JT to take responsibility for taking in orders and signing in visitors**
- 9) **Any person taking in orders must wash their hands before and after handling packages**
- 10) **Kitchen deliveries made directly to kitchen door.**

Introduction

Victoria Lane Academy believes that:

The greatest resource a school can have is its staff. However no teacher or teaching assistant can be expected to know everything or be good at everything. Nor must we presume that our professional skills are unique. Parents and other members of the community have many skills which can be deployed in a school on a voluntary basis for the benefit of the children's education.

Volunteer helpers in the classroom are a great asset in helping teachers to offer a much broader and differentiated Curriculum. They can make the most exciting and rewarding of activities which teachers wish to promote actually possible.

Volunteers cannot be expected to just "do". Their generous offer of time, requires of the School to equip them properly for the tasks we ask of them. Instructions must be clear. Volunteers support and supplement the teacher's work. They do not replace the teacher. Having volunteer helpers in school is not a one way route. It is hoped that not only will volunteers gain a real insight into the work of the school and how education works, but also that they will thoroughly enjoy the experience. Perhaps their work in school may open doors for them. Volunteer helpers are most welcome.

Aims

- To enrich the educational possibilities for the children.
- To make more effective the teaching within the school.
- To promote the partnership between home and school.
- To demonstrate that education continues through life
- To give adults the opportunity to use their talents in school for the mutual benefit of the children and themselves.
- To give parents and other adults confidence.
- To enable children to have more time to communicate their ideas and thus develop their understanding.
- To release teachers from certain tasks thus giving them more time for quality teaching, preparation and assessment.

Data Handling

Victoria Lane Academy processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

In addition to the above, we hold a visitors book which all visitors sign on entering and leaving the site. The book is at main entrance. This book can be shared with other agencies by request. The book is retained by the school for three years. **Visitors who are working with children are requested to have completed a CRB Police check.**

Information regarding police checks can be obtained from the school office.

Confidentiality

Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

Disability

(Discrimination Act 2005 and Education Act 1996)

There are three sets of duties relating to pupils and adults on the school site with disabilities and these are designed to ensure access to education and the inclusion of disabled pupils in every aspect of school life. They focus on the removal of barriers to the progress of disabled pupils.

Each set of duties provides an important element;

- The disability discrimination duties provide protection from discrimination
- The planning duties provide for a range of improvements to increase access
- The Special Educational Needs framework provides auxiliary aids and services.

Disabled visitors are welcomed at our School. We have an Accessibility Plan which outlines needs for the future and planned works to enable inclusion.

Access

We ask visitors to not use the car park due to its restrictive size. It is our intention for health and safety reasons to keep pupils and traffic separate.

The school has a security system in place. Access to the building is through the main doors on the yard. There is an access button which must be pressed to gain entry.

Other doors are locked shut and are not suitable for visitor access.

Other

No volunteer should be abandoned by the teacher responsible for them. They are welcome to use the staffroom and/or refreshment facilities for a drink if they wish – at no cost.

In the event of a volunteer having difficulties with a child, the child will be removed to work elsewhere. **Remember that the site is a NO SMOKING area.**

Date adopted: 7th May 2013

Date of Last Review: July 2020

Chair of Governors: - David Bowes

Head Teacher: - Jane Richardson