

## CMAT Volunteers & Visitors Policy

<b>Version Number:</b>	I
<b>Applicable To:</b>	CMAT
<b>Committee:</b>	Academy Council
<b>Approved By Principals in:</b>	2017
<b>Review Cycle:</b>	3 Yearly
<b>Date of Next Review:</b>	2020
<b>Related documentation:</b>	<p>The visitor /volunteer Safeguarding leaflet found at Reception          The Safeguarding/Prevent poster in toilets and offices          CMAT Data Protection Policy          CMAT Whistle Blowing Policy          Health and Safety Policy          Fire Evacuation &amp; Lockdown Procedures (local for each Academy)          CMAT E-Safety and Acceptable ICT Use Policy</p>

### Revisions

Version	Page/Para No.	Description of Change	Approved On

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## 1 Rationale

CMAT Academies 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 students. A visitor or volunteer is an adult who provides support to or are invited to our academies for a short period of time.

Examples of volunteers or visitors may include:

- Members of the Academy Council
- Parents of students
- Students on work experience
- Ex members of staff
- Local residents
- 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 students read
- Working with small groups of students
- Undertaking arts and craft activities with students
- Supporting teachers to run after-academy clubs
- Working with students on the computer
- Accompanying academy visits
- Talking to groups of students or during an assembly
- Supervised tours of the academy with a member of SLT, the Principal or a suitable delegated member of staff.
- Shadowing staff/WEX

### Definition of Regulated Activity

As academies are '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 students 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 students).
- 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 students'

## 2 Visitors

All professional visits to the academy 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 student.

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

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 student audience

- The content of the speech/presentation must support British Values, the academy values and contribute to preparing students for life in modern Britain
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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

### **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 the academy, volunteers should complete the Volunteer Agreement (Appendix 3), which sets out the academy'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 academy trip will also need to complete the off-site visits agreement (Appendix 4)

### **4 Visitors, Volunteers and Safeguarding**

To ensure the safety of our students 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 an academy 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 student and will have an adult member of staff with them at all times.
- One-off volunteers or visitors who are working with students 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 academy working with students unless they have had a DBS check and have shown their certificate in academy. 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 academy working with students unless they have had a DBS check and have shown their certificate in the academy. The number of this certificate will be recorded. If volunteers have a gap between visits to the academy 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 academy and then sign the relevant section of the volunteer's agreement:

- 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 academy

## 5 Confidentiality & Data Protection

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

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

Volunteers or visitors who are concerned about anything another adult in the academy does or says should raise the matter with the Principal or another member of staff, in line with the CMAT 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 students 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 student's behaviour or understanding of a task.

## 7 Health and Safety

The academy 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 an academy 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.
- **Under no circumstances is mobile phone use permitted when helping with swimming changing.**
- Volunteers and visitors are not permitted to take photographs of students.
- Full reference should be made to the CMAT 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.

- The academy 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 academy

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

CMAT Academies understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our students, 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 student audience
- The content of the speech/presentation must support British Values, CMAT Academies Values and contribute to preparing students for life in modern Britain
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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** \_\_\_\_\_

## Appendix 2: Volunteer Application Form

### Registration Form for Voluntary Helpers at (insert name of Academy)

You will appreciate that the academy must be particularly careful to enquire into the background of individuals who have access to the students at the academy. The academy keeps a record of all persons who carry out voluntary work at the academy. You are asked, therefore to complete the details below and return it to the academy.

Safeguarding Students and Safer Recruitment in Education requires that Volunteers give names and addresses of two referees.

If as a voluntary helper, you have **regular contact** with the students then you will need DBS Clearance.

**Surname** \_\_\_\_\_ **Title** \_\_\_(Mrs/Miss/Ms/Mr)

**Previous Name(s)** \_\_\_\_\_ **Date of Birth** \_\_\_/\_\_\_/\_\_\_

**Forename(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Relevant Experience:** e.g. Education, Training, Employment or Voluntary Work

\_\_\_\_\_  
\_\_\_\_\_

Have you lived abroad at anytime in the last 5 years? Yes No

**Referees:** Please give names and addresses of two referees (cannot be friends or relatives)

#### First Referee

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

Full Address: \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

Job Title: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

#### Second Referee

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

Full Address: \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

Job Title: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

*I consent to the details on this form being held by the academy as a record that appropriate checks have been carried out*

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Voluntary Helper)

*Thank you for taking time to complete this Volunteer Information Sheet.  
Please hand it to Principal's PA  
Your offer of help is appreciated and we will be in touch shortly.*

### Appendix 3: VOLUNTEER and VISITOR AGREEMENT

If you are a visitor at (name of academy) for more than 1 day, please sign below.

As a Volunteer at CMAT Academies 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 the academy. You will receive a copy of it for your records.

- I have received a copy of the Academy's Volunteer and Visitors Policy
- I agree to treat information I learn from being a Volunteer in the Academy as confidential
- I understand that I may be required to undergo a DBS check to advise the academy 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: \_\_\_\_\_

## Appendix 4: OFF-SITE VISITS VOLUNTEER AGREEMENT

Trips are an integral part of learning at our academy and afford many students 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 academy trip.

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

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

### Role of the Volunteer Helper

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

### Working alongside academy staff

Academy staff expect volunteer helpers to:

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

### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the academy trip.
- Volunteer helpers are not allowed to re-organise academy 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 students.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the academy trip.
- Volunteers are not allowed to touch or reprimand students but should speak to an academy staff member if there are any difficulties. If you need to move a student or gain a student's attention we always use their name and under no circumstances are we to come into physical contact with a student.

### First Aid

For each group on the academy visit, there will be at least one qualified first aider. You will be informed if any student 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 the academy party, please telephone one of the members of staff on your contact list or telephone the academy.

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***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 the academy with your contact details. **PLEASE RETURN YOUR COMPLETED FORM TO THE PRINCIPAL'S PA**

**Educational Trip/Visit**

.....

**Date/s of trip**

.....

**Volunteer's name**

.....

**Mobile telephone number**

.....

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

YES  NO  Signed:

.....volunteer helper

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**VOLUNTEER HELPER'S EMERGENCY CONTACT DETAILS**

**Contact 1**

Name .....

Relationship to you: .....

Contact telephone number .....

**Contact 2**

Name .....

Relationship to you: .....

Contact telephone number .....

**Medical/Allergy Information**

Please note here any medical conditions and/or medication that you have/currently use that the lead-teacher and first aiders accompanying you on the trip/visit should be aware of (please give as much detail as possible):-

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