**Wise Owl Trust**

**Visitor + Volunteer Agreement**

**Old Hall Drive Academy**

**Version 1**

Approved by Wise Owl Trust: November 2017

Due for review by One Education : September 2019

This policy and procedure has been produced by One Education’s HR and People service. The HR and People team provides management and HR support and advice to schools and academies purchasing their services under an agreed Service Agreement. For further information please contact the HR and People team via the HROne Helpline: 0844 967 1112 (local rate from landline) or HROne Helpline Email: hrpeople@oneeducation.co.uk Website: [www.oneeducation.co.uk](http://www.oneeducation.co.uk/)

This document is recommended for adoption by all schools. References in this document to the Headteacher include a reference to an academy or free school Principal.

**Visitor and Volunteer Agreement**

Visitors and volunteers at Old Hall Drive Academy bring with them a wealth of skills and experience that can enhance the learning opportunities of our students.

**Aims and Values**

All adults who work in our Academy, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our aims and values as listed below:

* We aim to safeguard and promote the welfare of all students in our care by providing an environment in which they are safe and secure and can be supported in their physical and emotional needs.
* We aim to provide a happy and healthy Academy environment where students and adults respect each other and take responsibility for their own actions.
* We support a policy of inclusion, where there are equal opportunities for all.
* We will provide a curriculum that is broad and balanced, that will help students prepare for the opportunities and responsibilities that are needed for now and later in life.
* We expect everyone to achieve outstanding standards of work and behaviour both inside and outside the Academy.
* We will encourage the students to develop spiritually, morally, culturally, mentally and physically.
* We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

**Confidentiality**

Volunteers in our Academy are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the students they come into contact with should only be discussed with other members of staff. Visitors and volunteers concerned about what another adult in the Academy says or does, should raise the matter directly with a senior member of staff.

**Supervision**

All visitors and volunteers are under the supervision of a member of staff who retains responsibility for the students at all times. Visitors and volunteers should have clear guidance from that member of staff as to how an activity involving students may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to a member of staff if they have a query about any aspect of a student’s understanding or behaviour.

**Health & Safety**

The Academy has a Health and Safety Policy available on request from reception or on our Academy website. Staff ensure that visitors and volunteers are made 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 relevant member of staff.

**Safeguarding Children**

The welfare of our students is paramount. To ensure the safety of our students we adopt the following procedures:

1. All visitors and volunteers made aware of this agreement
2. Visitors and volunteers must wear an identification badge/lanyard whilst on the premises
3. The Academy reserves the right to ask for a character reference if necessary
4. Anyone visiting or volunteering on a regular basis and who has substantial access to students ***must*** have a full, up to date Enhanced DBS check.
5. All staff, visitors and volunteers are expected to adhere to the guidelines for working with children set out in the Safeguarding Children Board’s document “Guidance for Safe Working Practice for adults who work with children and young people”; a copy of which is available at reception if required.

**Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the Principal or Assistant Principal. Any complaints made by a visitor or volunteer will also be referred to the Principal or Assistant Principal.

**The Principal reserves the right to take the following actions:**

1. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
2. Offer an alternative placement in another area of the Academy
3. Inform the visitor or volunteer that the Academy no longer supports their attendance at the establishment

**Thank you for visiting or offering your services as a volunteer at Old Hall Drive Academy. We hope that you will gain much from your experience here.**

**Please read and sign this Agreement and hand it in to the reception.**

* I have received and read the Visitors and Volunteer Agreement
* I agree to support the Academy’s Aims and Values
* I agree to treat information I learn from being in the Academy as confidential

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

**For Office Use:**

**DBS check – to be completed if the visitor/volunteer is to engage with students unsupervised at any time**

DBS disclosure number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The member of staff named below has checked the DBS certificate of the visitor/volunteer named above on behalf of Old Hall Drive Academy and confirms that this person’s certificate does not disclose any convictions which would render them unsuitable to work with children.

|  |  |  |  |
| --- | --- | --- | --- |
| DBS disclosure number: |  | Date issued: |  |