



# Bishop Bridgeman Church of England Primary School

## Volunteers in School Policy

### OVERVIEW

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

### OBJECTIVES

1. To prevent unauthorised persons from entering school.
2. To make volunteers welcome.
3. To ensure that volunteers are monitored and checked.
4. To monitor volunteers carefully during their time in school.
5. To be able to account for, and locate, volunteers at all times.

### STRATEGIES

1. All volunteers will report to the school reception desk where they will sign in.
2. All volunteers must also have Criminal Records Bureau clearance, the reference numbers of these are kept electronically on the Single Central Record. Volunteers who do not yet have clearance will not be allowed to be in school.
3. Volunteers are monitored by the class teachers to whom they are attached.
4. Volunteers are informed of school protocols such as fire procedures and behaviour policy.

### OUTCOMES

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

**Review Date: 7<sup>th</sup> September 2016**

**Next Review: September 2017**