
Visitors, Students and Volunteers Policy

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2026



Fairfields School
Inspiring everyone to shine

Fairfields School

Visitors, Students and Volunteers Policy

Introduction

At Fairfields we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the School and the contribution we can make to the training of students. As a school we also recognise the number of different visitors we have in school. This policy defines the terms and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of visitors, students and volunteers.

Definition of term:

Volunteer

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-members of staff
- Local residents
- Friends and supporters of the school

Student - Students on work experience, University students

The types of activities that volunteers engage in, include:

- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Working with pupils in swimming
- Accompanying school visits
- Assisting with extracurricular activities

Visitor –

Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
Visitors attending to work with children in roles such as peripatetic tutors, sports coaches

Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
VIPs – Very Important People

Other legitimate visitors i.e. parents, school governors, colleagues from other settings

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in through the Inventory system which will include a photograph of the visitor being taken. In the event that this system isn't available, the visitor will be asked to sign in on a paper form.

- If the visitor is part of a large group of visitors a separate register may be utilised
- All visitors will have their ID checked
- A visitor's badge will be worn and displayed prominently.
- Visitors will be asked to read our visitors guide outlining our key procedures including fire and safeguarding. It also includes details of our visitor code of conduct.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff.
- If visitors find they are alone with pupils/children they should report to a member of staff or reception. This is explained to visitors in the visitor leaflet.
- On departing the school, visitors should leave via reception, sign out of the building, and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

Regular visitors, students and contractors

Professional visitors to school and professional students on placement should bring their DBS number/certificate to school to be checked by our School Business Manager and recorded on our single central record (SCR). This information will also be added to the inventory signing in system so the visitor ID card will be labelled 'DBS Checked'.

All regular contractors are required to complete a "Safer Recruitment Form" which details who their key contact is and who is expected to attend school with their listed DBS numbers. These individuals are then added to the SCR For regular contractors to school, this is updated annually.

Sometimes a cover letter is received from the organisation confirming that all staff have DBS as part of their own safer recruitment policy, this is acceptable and a copy is kept on file.

Lanyards

When a visitor is in school, they will be issued a lanyard once they have signed in. We have a colour coded system within school:

Red – Visitors who have not been added to the SCR

Blue – Visitors who have been added to the SCR or pupils relatives

Becoming a volunteer

Anyone wishing to become a regular volunteer should contact the Student & Volunteer Co-ordinator, via the school office or find the information on our website. They will complete an application form and have a discussion with the lead to see if they are suitable. Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS check, which will be inputted on the single central record, and complete the induction paperwork. This will be arranged with the School Business Manager and Students and Volunteers coordinator, once completed and validated the volunteer can start.

Adhoc Volunteers for educational visits

On occasions we may use ad hoc volunteers to support with school educational visits. These individuals will be over the age of 18 and will be supervised by the class teacher at all times, along with other school staff. Ad Hoc Volunteers may be used for a 'one off visit' (if a volunteer is needed for a regular experience e.g. horse riding, this would be classed as a regulated activity and the full volunteer paperwork should be

completed). Ad Hoc volunteers will not engage in the health or intimate care of individuals on the visit and will not be expected to drive a vehicle.

There will be no more than 2 volunteers on each trip, to ensure there is an appropriate level of supervision. The individual will not be lone working as they will be supported by the school staff throughout the trip.

The volunteer will support children on either a 1:1 or 2:1 basis due to the individual needs of our pupils.

Before attending an educational visit, the volunteer must complete next of kin paperwork and read volunteer paperwork and any documents associated with the trip e.g. risk assessments.

The volunteer will sign to say they have read and understood the paperwork.

If the volunteer is a parent, they will be responsible for their child for the duration of the trip, under the direction of the teacher. Parents will be able to carry out health and intimate care of their own child during the trip.

Pupils relatives visiting school

In line with KCSIE, we will not request DBS or barred list checks, or ask to see existing DBS checks, pupils relatives visit school for specific events or meetings.

Pupils relatives will not be escorted around school, however staff will be available to supervise and direct to locations as required.

Professional Visitors attending Training courses

On occasions we may host training programmes for professionals from other settings. On booking a place on the programme, their employer has confirmed that they have the appropriate checks e.g. DBS. They will be issued a blue lanyard and will not need escorting to certain areas of the building e.g. toilets. They will be supervised by the professional leading the course if in contact with children.

Induction

An Induction will be carried out with all regular visitors, students, and volunteers to ensure they are clear on safeguarding and fire procedures, rules around positive handling and manual handling and our code of conduct. Emergency contact details are also collected.

VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

Important considerations for VIP visits

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail e.g. it is unlikely that the Queen or another senior member of the Royal Family would

be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should always be accompanied by a member of staff.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in via the inventory system and be issued with an identity badge. The procedures under “Procedures for all visitors” above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. If required SLT may need to follow our critical incident plan.

Supervision

All volunteers and students work under the supervision of the class teacher to which they are assigned.

Although teachers retain responsibility for children at all times, this does not require Volunteers/students to be in their direct supervision at all times. Volunteers/students 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 child’s behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

Equal Opportunities

At Fairfields, in accordance with our Equal Opportunity Policy, we ensure that placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Linked policies

This guidance should be read in conjunction with other related school policies:

- Safeguarding Policy
- HR Safer Recruitment Guidance
- Equal opportunities Policy
- Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- ICT Access Policy

Appendix Documents:

These can be found in the excel document 'new starter inductions – students and volunteers', saved with the policy.