



The Bishops' Church of England Learning Academy

Visitors Policy

***If you have faith as small as a mustard seed, nothing will be impossible for you.' Matthew 17:20
'Sowing the Seeds of Life-long learning'***

Our Vision:

Building on our schools Christian distinctiveness and nurturing environment, we will enable every child to become the best that they can be academically, spiritually and emotionally. We will achieve this through inspirational, exciting and challenging learning experiences through the use of our natural environment.

We would like our Academy to be open and welcoming. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our Academy's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The Academy has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full- or part-time staff employed by the Academy:

- Teachers
- Teaching Assistants
- SEN assistants
- Site Supervisor
- Lunchtime Supervisors
- Academy Secretary and Finance Officer
- Business Manager
- PA to Principal
- Academy Catering Manager and support team

Adult workers employed by another organisation include:

- Peripatetic music teachers
- Sports leaders and coaches
- Religious leaders
- School nurses

- Trainee teachers
- LA advisers and inspectors
- Health visitors
- Ground maintenance staff
- Contract workers (for example, an electrician or heating engineer)
- ICT support technician
- Community police
- Social workers

Volunteer helpers:

Volunteer helpers support the Academy in a number of ways, including:

- supporting individual pupils
- hearing pupils read
- helping with classroom organisation
- helping with the supervision of children on Academy trips
- helping with group work
- helping with art or subjects involving other practical activities

Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for the class
- change very young children
- help children go to the toilet
- supervise children engaged in PE or other specialist activities
- take children off the Academy site without a teacher in charge

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Disclosure Barring Service checks

For the children's safety, all volunteer helpers, unless exclusively supporting a teacher or teaching assistant within the classroom are required to have police clearance before they work in the Academy.

The Principal has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

Security:

We ask that visitors to the site close all gates behind them so they come on to the site. All visitors should make themselves aware of our procedures in the event of fire [signs are posted all around the Academy].

Volunteers helping in the Academy should read a copy of our **Information Leaflet**, available next to the Visitor's Book, which gives brief outlines of our fire, health and safety and safeguarding policies.

Safeguarding:

As part of their induction, all volunteers must read the following policies:

- Child Protection
- Organisation and Arrangements for Health, Safety and Welfare

- Mobile Phone Policy

Signing in:

When visitors arrive in the Academy they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in book will give the date and time of arrival. They must also sign out, stating the time they are leaving.

Smoking:

The Bishops' C of E Learning Academy operates a strict no smoking policy. No smoking is allowed on the Academy site.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the Head of School. The Head of School will report to the governors annually, stating the number of adult volunteer helpers in the Academy, and summarising their value to the children.