

LGCS Policy	Volunteers In School Policy					
Approved by	LAC	Issue Date	Nov 19	Review Date	Nov 21	
Audience	Trustees		Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

Littleton Green Community School is committed to safeguarding & promoting the welfare of all our pupils. All visitors are expected to share this commitment by adhering to the following instructions when external speakers visit the school. The policy applies to all external speakers entering the school site.

Objectives

To have a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

External Speakers

All schools are required by law to teach a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils and prepare them for the opportunities, responsibilities and experiences of life. They must also promote community cohesion. Schools recognise the important contribution and value that can be gained from allowing visitors and external organisations in to the school to support this.

New Guidance from the Prevent Counter Terrorism Strategy which came into effect from July 1st 2015 sets out the responsibilities for 'specified authorities' which includes schools, to have 'due regard to the need to prevent people from being drawn into terrorism'. In fulfilling the new duty, schools are required to demonstrate clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.

Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The school offers counselling services to all pupils, staff and parents and Place2Be staff are familiar with this policy. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues. These duties are imposed on maintained schools by sections 406 and 407 of the Education Act 1996.

External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward - or in the manner in which they express these views or ideas - they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds

Specific guidance for members of staff organising visits from external agencies and speakers at LGCS

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

Stage 1 Planning Prior to the visit the organiser must:

- Discuss with the visitor how their session will add value to the pupils' learning experience and record this meeting using the school communication log.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies;
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate;
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline;

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- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable);
- Provide each visitor with a named school contact;
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session;
- Ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments;
- Inform the Principal or Vice-Principal of the intended visit and remit of the visitor;
- Record all correspondence, discussions and meetings using the School Communication Log.

Stage 2 On the day of the visit. The organiser must make speakers aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not contravene fundamental social values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;
- They must not incite hatred, violence or call for the breaking of the law;
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts;
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.
- Ensure that the external visitor has signed in using the School Visitors' Signing in Policy.

Stage 3: During the talk. The organiser must:

- Ensure the relevant staff member, e.g. class teacher, is present throughout the session as they are responsible for class discipline, monitoring and evaluation;
- Ensure the pupils are given time to reflect on what they have learned.
- Shut down an event immediately and ban the speaker from the site if an external speaker or external visitor contravenes this guidance,

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Preventing Extremism and Radicalisation Policy
- LGCS School Visitors Signing In Policy

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Appendix 1:

In order to keep the children at Littleton Green Community School safe, volunteers and guest speakers are required to adhere to model appropriate behaviour at all times and follow the following Code of Conduct:

- Conversations with staff, which are sensitive in nature, are not to be conducted in the presence of hearing other parents or students.
- All conversations and information that take place in school are confidential and must not be discussed outside of school.
- Volunteers may not approach or reprimand children. We adopt a no shouting policy and this must be adhered to at all times.
- Volunteers may not approach other parents regarding incidents with their child –such concerns are to be directed to a member of the teaching staff.
- Swearing and/or inappropriate language is not permitted on or around school grounds.
- There is to be no smoking in and around the school premises.
- Only clothing that is appropriate for children to view is permitted. Inappropriate pictures on clothing are not acceptable.
- Mobile phones should only be used in the staff room and kept out of sight of children at all times.
- Volunteers should never be left on their own with a child.
- Volunteers/ guest speakers should not spread extremism, radicalisation, hatred or intolerance in the school community. You must not incite hatred, violence or call for the breaking of the law

I agree to the terms and conditions of the Littleton Green Community School Code Of Conduct for Volunteers.

Signed _____ Date _____