

Barn Croft Primary School

Visitors and Volunteers Policy



Version no.	Date	Approved by	Review Frequency	Review Date
1	September 2026	Governing Body	+3 Years	September 2029

Welcome to Barn Croft

We are delighted to welcome visitors and volunteers to our school. We want everyone to feel welcome while ensuring that our children, staff and visitors remain safe. This policy applies to visitors, volunteers, contractors and professionals attending Barn Croft.

Before your visit

- All visits should be agreed with a member of staff in advance wherever possible.
- Depending on the purpose, frequency and nature of a visit or volunteer role, the school may require identification, references, a DBS check or other safeguarding checks before the person begins.
- Volunteers must complete the school's application process and induction before starting a regular volunteer role.
- Please tell the school in advance about any medical condition, allergy or reasonable adjustment relevant to your visit or role.

Arrival and leaving

- Report to the school office on arrival, sign in and wear the visitor badge provided.
- Visitors and volunteers should follow the arrangements given by the member of staff responsible for them. Volunteers should not move around the school independently unless this has been agreed.
- Sign out and return your badge when leaving the school site.
- Follow staff instructions during fire alarms, lockdowns or other emergencies.

Safeguarding – everyone's responsibility

All adults on site have a responsibility to safeguard children. Visitors and volunteers must:

- maintain appropriate professional boundaries with children;
- never be alone with a child unless specifically authorised and appropriate to their role;
- never exchange personal contact details or communicate privately with pupils;
- never photograph, film or record pupils unless specifically authorised by the school;
- maintain confidentiality about pupils, families and school matters;
- report any safeguarding concern, disclosure or allegation immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

If a child shares a concern, listen calmly, do not promise confidentiality, do not investigate or ask leading questions, and report it immediately. If a child is in immediate danger, call 999.

Volunteers

Volunteers are an important part of the Barn Croft community. Regular volunteers are expected to:

- complete the relevant application, safeguarding checks and induction before beginning their role;
- work within the role and boundaries agreed with the school;
- follow the direction of the member of staff responsible for their activity;
- pass safeguarding concerns to school staff rather than attempting to investigate or resolve them themselves;
- follow school policies, including confidentiality, behaviour, online safety, health and safety and safeguarding arrangements.

The school will determine what checks are required for each volunteer role, in line with current safeguarding guidance and the nature of the contact the volunteer will have with children.

Health, safety and allergies

- Visitors and volunteers must follow school health and safety arrangements and any instructions given by staff.
- Barn Croft follows current Department for Education statutory guidance on allergy safety in schools.
- Visitors and volunteers must not bring food or drinks for pupils unless this has been agreed in advance with the school.
- Please tell the school about any allergy, medical condition or other health need that could affect your safety while on site.

Phones, photography and confidentiality

- Personal mobile phones should not be used to photograph, film or record pupils. During your time at Barn Croft mobile phones should be put away and not used.
- Do not post photographs, videos, information about pupils or school activities on personal social media.
- Information about pupils, families and staff must be treated as confidential and must not be discussed outside school.

Conduct and professional boundaries

We expect all adults in school to model our values and school rules:

READY • RESPECTFUL • SAFE

- Use calm, respectful and appropriate language and behaviour.
- Do not use physical punishment or humiliating, threatening or discriminatory language or behaviour.
- Do not give pupils personal gifts, money, food or treats unless this has been agreed by the school.
- Do not transport pupils in a personal vehicle unless this has been specifically authorised and the appropriate arrangements are in place.

Emergencies

If the fire alarm sounds or another emergency procedure is initiated, follow the instructions of school staff and the school's emergency procedures. Do not leave the site without signing out unless instructed to do so. In an emergency involving immediate danger to a child or adult, call 999 and alert a member of the school leadership team.

If you have a concern about an adult

If you have a concern about the conduct of a member of staff, volunteer, contractor or other adult towards a child, report it immediately to the DSL, Deputy DSL or Headteacher. Do not investigate the concern yourself. Concerns about the Headteacher should be reported to the Chair of Governors in accordance with the school's safeguarding procedures.

Policies and guidance

- Barn Croft policies: <https://www.barncroftprimaryschool.org/Policies/>
- Keeping Children Safe in Education 2026: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Allergy Safety in Schools – statutory guidance: <https://www.gov.uk/government/publications/allergy-safety-in-schools>

Relevant Barn Croft policies include Safeguarding and Child Protection, Health & Safety, Behaviour, Online Safety, Child-on-Child Abuse and Whistleblowing. All policies can be found on our staff drive, if you require access to a policy or a hard copy please ask at the office.

Thank you for helping us to keep Barn Croft a safe, welcoming and inclusive school.

BARN CROFT PRIMARY SCHOOL

Visitor / Volunteer Application & Declaration

Please complete before your visit or volunteer placement

2 Brunel Road, Walthamstow, London E17 8SB | 020 8521 1145 | school@barncroft.waltham.sch.uk

1. Your details

Full name

Organisation / company (if applicable)

Role / reason for visit

Date(s) / time of visit or placement

Member of staff responsible for you

Telephone number

Email address

2. Type of visit

☐ One-off visitor ☐ Regular volunteer ☐ Other: _____

3. Emergency contact

Name

Relationship and telephone number

4. Health and safety

Medical condition, allergy or other health need relevant to your visit?

☐ No ☐ Yes – details:

Reasonable adjustment required?

☐ No ☐ Yes – details:

5. Safeguarding declaration

- ☐ I have read and agree to follow the Barn Croft Visitors and Volunteers Policy.
- ☐ I understand that safeguarding is everyone's responsibility and I will report concerns immediately to the DSL, Deputy DSL or Headteacher.
- ☐ I will maintain professional boundaries and will not exchange personal contact details or communicate privately with pupils.
- ☐ I will not photograph, film or record pupils unless specifically authorised.
- ☐ I will maintain confidentiality and follow school health, safety, behaviour, online safety and allergy arrangements.
- ☐ I have read and understood Part 1 of KCSIE

6. Checks and volunteer arrangements

For volunteers and other roles where checks are required, the school will determine the appropriate safeguarding checks before the role begins.

DBS required? ☐ No / N/A ☐ Yes ☐ To be confirmed by school

DBS / safeguarding check status:

Induction completed (volunteers): ☐ Yes ☐ N/A

Declaration

I confirm that the information provided is accurate and that I will follow Barn Croft Primary School's safeguarding, health and safety and visitor/volunteer arrangements while on site.

Visitor / volunteer signature: _____ Date: _____

School use only

ID checked

☐ Yes ☐ No

Checks

☐ Yes ☐ N/A

confirmed

Signed out

☐ Yes

Badge issued

☐ Yes

DSL information

☐ Yes ☐ N/A

shared

Staff initials
