

Maids Moreton CE School



REGULAR VISITORS AND VOLUNTEERS POLICY

Welcome to Maids Moreton CE School

We are delighted you have visited or volunteered to work in our school. The purpose of this document is to give you a little information about our school, our expectations and to ensure that you feel welcomed and valued. Please feel free to use the staffroom and all our facilities.

Our Mission Statement

The school provides a Christian foundation for life, a respect for and understanding of, the beliefs of others, and welcomes all children who wish to come to our school.

We aim to provide a safe, happy and caring environment in which all our children can develop fully their social, moral, spiritual, physical and academic potential.

Aims of the School

At Maids Moreton Church of England School we aim to:

- provide a safe, caring, happy and healthy environment, in which all children feel secure and valued.
- foster in children an understanding of Christian values.
- promote the spiritual, moral, social and cultural development of children and to prepare them for the opportunities, responsibilities and experiences of adult life in modern Britain.
- continually strive to raise standards by providing high quality teaching and learning experiences through a broad, balanced and challenging curriculum, to enable all children to fulfil their potential.
- generate an excitement for learning for all, developing lively enquiring minds, the ability to question and reason, the confidence to make mistakes and the motivation to work independently.
- foster respect, appreciation and tolerance of others, acknowledging that everyone is different and that we all have skills and talents to offer, celebrate and share.
- be open and welcoming, developing a close active partnership with parents/carers, the Church and the local community.
- promote the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs.
- ensure that children learn the importance of courtesy, honesty, good manners respect and consideration for others.
- promote equal opportunities for all.

Visitors and Volunteers Procedures

Before starting as a volunteer you need clearance by school through the DBS process. The school administrator will guide you through this process. For security and fire regulation purposes, please ensure that you sign in and record your time of arrival and departure in the visitors' book in the entrance hall. We draw to your attention the evacuation procedures in the event of fire or emergency. Please also collect a visitor lanyard to be worn throughout your visit.

The children are instructed not to open the main door, again for safety reasons. Please do not think them rude if they do not open the door when you are waiting. Please ring the bell on the intercom system and a member of staff will let you in. Visitors must report to the school administrator who will be happy to direct you to the person with whom you will be working.

The teacher with whom you are working, will discuss the purpose of your visit and will be there to support you at all times. A teacher should be within the vicinity of your work. All visitors should be willing to abide by the Confidentiality Policy and Safeguarding Policies which are available to view on our school website. Any concerns must be reported to the Head Teacher.

Please do not hesitate to contact us if you have any queries. We hope you enjoy your time with us and we are grateful for your contribution and support.

Keira Ainsworth

Head Teacher

Reviewed: April 2020

Adopted by the Governing Body: July 2020

Next Review: July 2023