Volunteers and Visitors Policy

Policy Owner: **Sandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		01.01.2024	Annual

Mission Statement

The School of Coding AEP Limited is a safe, well ordered and caring environment for learning. It delivers high-quality education to all its AEP students and supports them to develop their individual potential for growth, self-worth, and self-control.

High-quality outstanding teaching and clear and consistent guidance and support facilitate AEP students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide AEP students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every AEP student to develop their true potential, make positive contributions to their families, and find fulfilment in employment.

Values

1. Alternative Provision allows educators to make reasonable adjustments for individual students' needs.
2. Learning is about a journey and there is more than one way to get to the destination
3. Qualifications, manners, respect and opportunity should be the foundations for all students.

High Expectations– AEP students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – at School of Coding AEP Limited we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at School of Coding AEP Limited we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment

Success – can come in many virtues, at School of Coding AEP Limited we celebrate the small steps every day and tell students when they are doing well. We ensure that AEP students can have a successful future.

Personalised Support - all students at School of Coding AEP Limited have a tutor who guides them, sets them bespoke targets and supports them in making social and academic progress.

The School of Coding AEP Limited is committed to ensuring that all students feel safe, respected, and valued in our learning environment. We recognize that intimate care is a sensitive issue, and this policy outlines our procedures to ensure that every student receives appropriate, safe, and dignified care when necessary. The policy applies to all staff and students, and is underpinned by our core values of respect, dignity, and individualised support.

Introduction

School of COding AEP Limited is committed to maintaining a safe, welcoming, and educational environment for all students. Volunteers and visitors play an important role in enhancing our students' experiences by contributing additional skills, knowledge, and perspectives. This policy outlines the expectations and procedures for volunteers and visitors to ensure the safety and well-being of our students, staff, and school community.

The purpose of this policy is to provide clear guidelines for the involvement of volunteers and visitors at School of Coding AEP Limited. This ensures that all interactions align with our school's mission, values, and safeguarding responsibilities. Our goal is to promote positive experiences while maintaining the highest standards of safety and respect.

Volunteers: Individuals who offer their time and skills to assist within the school on a voluntary basis, often contributing to activities such as tutoring, administrative support, or extracurricular programs
Visitors: individuals who enter the school premises for various purposes, including parents, contractors, guest speakers, inspectors, and representatives from external organisations.

Safeguarding and Security
The School of Coding AEP Limited places a high priority on safeguarding all students. All volunteers and visitors must adhere to the following procedures:

Sign in procedure
- All volunteers and visitors must report to the school office upon arrival, sign in using the designated register, and wear a visitor badge at all times while on school premises.

Identification and DBS Checks
- Volunteers working directly with students on a regular basis will be subjected to a Disclosure and Barring Service (DBS) check. Identification and DBS certificates must be provided before volunteering begins. Visitors, depending on their role, may also be required to present identification or undergo checks.

Supervision
- Volunteers and visitors are required to be supervised by a member of staff while interacting with students, unless they have been pre-approved for unsupervised activities following the completion of all safeguarding checks.

Code of conduct
All volunteers and visitors are expected to uphold the school's values of respect, dignity, and professionalism:
- Treat students, staff, and other members of the school community with respect and kindness at all times.
- Follow the school's policies on confidentiality, safeguarding, and health and safety.
- Avoid any behaviour or communication that could be deemed inappropriate, disrespectful, or harmful to students or staff.
- Respect the ethos and culture of the school and contribute positively to the learning environment.

Confidentiality

Volunteers are bound by a code of confidentiality whilst volunteering in school and once they have ceased volunteering and left the school. Any concerns that volunteers have about pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential. Volunteers should abide by the schools data protection policy and e-safety policy.

Role and Expectations of Volunteers

Volunteers provide invaluable support in various aspects of school life. To ensure their contributions are beneficial and aligned with school objectives, the following guidelines apply:

Clear communication
-   Volunteers will be briefed on their role and responsibilities by the designated staff member before starting. They must follow all instructions and guidance provided.

Commitment
-   Volunteers are asked to be reliable and punctual. If they cannot attend a schedules session, they should inform the relevant staff member as early as possible

Training
-   Where applicable, volunteers will receive appropriate training or briefings to ensure they can effectively carry out their tasks.

Role and Expectations for Visitors

Visitors are expected to follow all school procedures and respect the environment:

Purpose of Visit
-   All visits should have a clear purpose, whether it is to meet with staff, deliver a presentation, or carry out a specific activity. The purpose should be agreed upon with the school before arrival.

Description Minimisation
-   Visitors should be mindful of minimising disruption to learning and daily routines. Appointments should be arranged at times that are least disruptive to students.

Escorting and Supervision
-   Visitors should be escorted by a member of staff or directed to the relevant area by the school office otherwise authorised.

Health and Safety

Volunteers and visitors play an important role at the School of Coding, and we are committed to ensuring their safety and well-being while they are on our premises. It is essential that volunteers exercise due care and attention during their time at the school.

They are expected to be vigilant in identifying any potential hazards or risks that may compromise the safety of students, staff, or themselves.

Should a volunteer or visitor observe any obvious hazards, unsafe conditions, or situations that could pose a danger, it is their responsibility to report these concerns immediately to the designated member of staff or the Head Teacher. This prompt reporting allows the school to take appropriate action and maintain a safe environment for everyone.

All volunteers and visitors will be briefed on key health and safety procedures upon their arrival at the school. This includes understanding emergency procedures, such as fire evacuation routes and assembly points, as well as knowing how to report accidents or incidents. Adhering to these guidelines helps to ensure a secure and orderly environment where everyone can contribute to a positive and productive educational experience.