



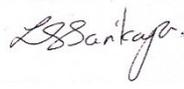
**ST. BART'S**  
MULTI-ACADEMY TRUST

**Visitor, Volunteer  
and Student Placements  
Policy**

**March 2025**

# St. Bart's Multi-Academy Trust

## Visitor, Volunteer and Student Placements Policy

<b>Produced Date:</b>	<b>March 2025</b>	
<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
<b>Review Date:</b>	<b>March 2026</b>	

Date	Section Amended	Signature



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## St. Bart's Mission

Our mission is to **ADVANCE EDUCATION** and to provide the best curriculum in all our academies, enabling every child to realise their full potential.

## St. Bart's Vision and Values



We have a **Passion** for releasing potential in all our children and staff through the **Encouragement** and development of **Ambition**, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in **Collaboration**, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through **PEACE**.

We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the **PEACE** values and all schools work in close partnership (whether C of E or community) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

*“I have come that they may have life, and have it to the full.”*

## St. Bart's Sustainability

We are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

We will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.

# Visitor and Volunteer Policy

## Statement of intent

This policy outlines St Bart's Multi-Academy Trust's procedures regarding visitors and volunteers on our academy grounds. This policy ensures that:

- The welfare of pupils and staff is safeguarded and protected.
- There is minimal disruption to lessons and educational activities.
- Our grounds and facilities are protected from vandalism and misuse.
- The academy engages with the community and external educational influences in a structured and productive manner.

## 1. Legal Framework

This policy adheres to the following relevant legislation:

- Health and Safety at Work etc. Act 1974
- DfE (2024) 'Keeping Children Safe in Education 2024'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent Duty Guidance: England and Wales'
- DfE (2022) 'Political Impartiality in Schools'

## 2. Introduction and Aims

At St Bart's MAT, volunteers, visitors and students are seen as vital contributors to the academy community. Volunteers and students provide valuable support, while visitors bring opportunities for learning and development. The academy is committed to ensuring that all volunteers, visitors and students are engaged appropriately, safely, and in alignment with our values

The aims of this policy are to:

- Encourage community engagement with the academy to enhance the curriculum and promote community cohesion.
- Ensure that volunteers, visitors and students support the academy's vision and values.
- Ensure clear guidelines for all visitors and volunteers, including staff and parents.
- Establish a fair and transparent process for recruiting and managing volunteers.
- Clearly outline the process for visitors to ensure safety and security when on site.

## 3. Definitions

- **Volunteer:** A person who offers their time, skills, or services to assist with activities at the academy, generally without financial compensation.
- **Visitor:** An individual who is not a staff member, volunteer, or student, but who comes to the academy for various purposes, such as meetings, events, or special activities

- **Student:** An individual who is not a staff member or volunteer, but attends the workplace on a placement, for example to gain hands-on experience in a classroom, apply theoretical knowledge, and observe or assist in teaching activities under the guidance of a qualified mentor or teacher.

## 4. How We Use Volunteers

Volunteers may be involved in various activities such as:

- Hearing children read
- Accompanying academy trips or visits
- Supporting individual children or small groups
- Assisting in specific curriculum areas (e.g., ICT, art, sports)

Volunteers may include:

- Members of the local governing committee
- Parents and carers
- Former pupils
- Local residents
- Friends of the academy/PTA members
- Local clergy or members of the congregation

This is not an exhaustive list, and other individuals may volunteer as needed.

## 5. How to Apply to Volunteer

Volunteers should apply by:

- Emailing the Trust or academy directly
- Completing an application form (see [Appendix 1](#)).

## 6. Safeguarding

At St Bart's Multi-Academy Trust, safeguarding our pupils is of paramount importance. All volunteers, visitors and students, including local governors, must share our commitment to child protection and safeguarding. To ensure we are upholding our responsibility to keep our pupils safe, we have the following procedures in place:

## 7. DBS Checks

We will:

- **Conduct enhanced DBS checks** (where applicable) who:
  - Work one-on-one with pupils
  - Work with groups of pupils

- **Consider the results** of any DBS checks that return with unspent or spent listed convictions, assessing these on a case-by-case basis, taking into account the nature of the conviction and the nature of the work the volunteer will be involved in.
- **Provide safeguarding training** to all volunteers and students prior to them beginning their work at the academy, ensuring they have read and understood Part 1 of **Keeping Children Safe in Education (KCSIE)**.
- **Require volunteers and students** to agree to and adhere to our Code of Conduct and to read and follow the Trust/Academy policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - Other relevant policies as applicable
- Add details of volunteers/students to the online **Single Central Record (SCR)** to track safeguarding compliance.
- **Review of existing volunteers:** Volunteers/students who are already involved in regulated activities and have been DBS checked will only need to be re-checked if there are concerns. If a volunteer/student moves into a new role that involves regulated activity, a new enhanced DBS check (including barred list information) will be required.
- **Any individual who does not have an enhanced DBS, will be accompanied at all times and will not be left unsupervised.**

## 8. Local Governors:

Upon appointment or election to the role, we will:

- **Conduct an enhanced DBS check** for local governors (this does not include a barred list check unless they are involved in regulated activity).
- **Obtain confirmation** of the individual's identity.
- **Undertake a Section 128 check** to ensure the individual is not prohibited from management or governance roles in Academies.
- **Check the individual's right to work** in the UK.
- **Complete other checks** as necessary for governors who have lived or worked outside the UK.

## 9. Ongoing Suitability:

Although DBS checks do not need to be routinely renewed, we are committed to fostering a culture of vigilance to ensure that all volunteers and governors remain suitable to work with children. As part of this, all volunteers/students and local governors will be required to complete an **SBMAT Criminal Self-Declaration Form** on an annual basis to confirm their continued suitability for their role.

If concerns about an individual's suitability arise, a new DBS check will be requested. Additionally, any concerns regarding the suitability of a volunteer or governor to work with children will be promptly addressed by Trust or Academy leaders

## 10. Visitor Procedures

Visitors to the academy will follow these procedures:

- Visitors will contact the relevant and appropriate member of staff to arrange their visit, this should be pre-arranged
- **Sign-in:** All visitors must sign in at the academy office upon arrival and wear a visitor badge.
- **Purpose of Visit:** Visitors must clearly state the purpose of their visit and will be directed accordingly by staff.
- **Supervision:** Visitors will be supervised by staff members where appropriate, especially if they will be interacting with students.
- **Identification:** Visitors must provide photo identification when requested, particularly if they are not known to staff.
- **Restricted Areas:** Visitors are not permitted to access areas of the academy that are not relevant to their visit.

## 11. Conduct and Behaviour

Volunteers, visitors and students must:

- Follow all academy rules and policies, including those related to safeguarding, ICT use, online safety, and behaviour management.
- Conduct themselves professionally and respectfully while on academy premises.
- Refrain from using inappropriate language or behaviour.
- Comply with instructions given by staff and supervisors.
- Report any concerns related to pupil behaviour to a staff member, but they are not responsible for issuing disciplinary actions.
- If at any point either whilst in the workplace or outside of the workplace, the volunteer/visitor/student's conduct becomes unsuitable, the academy may terminate the arrangement with immediate effect.

## 12. Health and Safety

Volunteers, visitors and students must:

- Adhere to all health and safety policies of the academy.
- Familiarise themselves with fire safety and emergency evacuation procedures.
- Report any accidents or incidents to the designated first-aider or senior staff member.

- Not administer first aid unless they are trained to do so.

### **13. Confidentiality**

Volunteers, visitors and students are required to:

- Keep information regarding pupils, staff, and parents confidential.
- Report any concerns regarding the welfare of pupils following the academy's safeguarding procedures.
- Refrain from discussing pupil information with anyone outside the academy, including other parents or children.

### **14. Insurance**

The academy's insurance policy covers volunteers/students working in specified roles, but visitors/students are not covered unless stated. If volunteers/students are working through another organisation, the academy will check the organisation's insurance policy.

### **15. Data Protection, Record Keeping & the Single Central Record**

The academy will maintain records of volunteers/students, including DBS checks and training. These records will be kept securely and in line with data protection regulations. Any personal data collected will be handled according to the Academy's privacy notice for workforce.

The academy will include relevant information in relation to volunteers, visitors and students on the single central record where necessary and appropriate.

### **16. Links to Other Policies**

This policy is linked to the following:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Health and Safety Policy
- Data Protection and Privacy Notices

## Appendix 1 – Volunteer Application Form

# St. Bart's Multi-Academy Trust Volunteer Application Form



<b>Academy:</b>	
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### Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for workforce available on our website.

### Personal details

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### References

Your placement as a volunteer may be subject to satisfactory references.  
Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

<b>Name:</b>		<b>Name:</b>	
<b>Relationship to you:</b>		<b>Relationship to you:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone number:</b>		<b>Telephone number:</b>	
<b>Email address:</b>		<b>Email address:</b>	

### Disability and accessibility

The academy/trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  
If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

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<b>Availability</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					
<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					
<b>Can you commit to at least 1 term?</b>					

<b>Experience and Qualifications</b>
<b>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</b>
<b>Why would you like to volunteer at the academy/trust</b>
<b>Do you have any particular skills, employment experience or hobbies you would like to share with the academy? (For example, languages spoken, sports, scouting, etc.)</b>

<b>Do you have any relevant qualifications?</b>	

<b>Preferences</b>	
<b>What age group/department/etc would you prefer to work with?</b>	
<b>Would you prefer to work 1-on-1 or with a small group?</b>	

**Disclosure and Barring Service (DBS) Information**

The academy/trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the academy/trust privacy notice.

## Appendix 2 – Code of Conduct for volunteers

# St. Bart's Multi-Academy Trust Code of Conduct for Volunteers/Students



<b>Academy:</b>	
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By signing this form, volunteers and students agree to the following:

### 1. Academy rules and policies

1.1. Volunteers will follow all academy rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the academy policies are available online or from the office

### 2. Professional conduct

2.1. Volunteers and students must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the volunteer/student co-ordinator, [insert name].

2.2. Behaviour management is the responsibility of academy staff. If volunteers/students witness behaviour that is in breach of the behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers/students should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers/students must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the academy ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the academy into disrepute
- 2.3.6. Volunteers/students must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you". See SBMAT Gift and Hospitality Procedure for more information.

2.4. Volunteers/students must not transport pupils in their own cars unless specific arrangements have been made with the academy, and the pupil's parents have consented.

- 2.5. Parent volunteers with children at the academy must not act in a way that favours their own child, and should not approach their child unnecessarily during the day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with staff.
- 2.6. If a volunteer/student is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### 3. Safeguarding

- 3.1. Volunteers/students must be familiar with, and adhere to, the safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers/students have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is [insert name] and the [deputy/deputies] [is/are] [insert names].
- 3.3. Volunteers/students should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate.
- 3.4. Volunteers/students must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers/students should not take or share photos of pupils unless instructed to do so by their supervisor.

### 4. Health and safety

- 4.1. Volunteers/students must abide by the academy's health and safety and first aid policies. Volunteers/students are not to administer first aid.
- 4.2. Volunteers/students must be familiar with the fire safety and emergency evacuation procedures.
- 4.3. Volunteers/students must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

### 5. Confidentiality

- 5.1. Information about pupils, parents and staff at the academy is confidential, and should not be shared with anyone else. Volunteers/students shouldn't discuss pupils with parents or other children. If parents approach volunteers/students for information, they should be directed to speak to a class teacher or the Principal.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the staff disciplinary procedures.

Please sign and date below:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

## Appendix 3 – Student Placement Induction Checklist

# St. Bart's Multi-Academy Trust Student Placement Induction Checklist



<b>Academy:</b>	
<b>Student Name:</b>	
<b>Start Date:</b>	

When	Task	Completed?	
<b>First day</b>	Ensure student signs in and wear I.D. photo at all time when on site	<input type="checkbox"/>	
	Introduce class teacher and support staff	<input type="checkbox"/>	
	Take student on a tour of the school and where they will be working, facilities, staff room and toilets	<input type="checkbox"/>	
	Outline health and safety procedures, e.g. fire drill procedures and meeting points	<input type="checkbox"/>	
	<b>Remind student of:</b>		<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Code of conduct on site</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Expectations around use of mobiles, social media and dress code</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Explain the behaviour and rewards system</li> </ul>	<input type="checkbox"/>	

<b>Student</b>	<b>Name</b>	
	<b>Signature</b>	
	<b>Date</b>	
<b>Office staff</b>	<b>Name</b>	
	<b>Signature</b>	
	<b>Date</b>	

## Appendix 4 – Student Placement Form

# St. Bart's Multi-Academy Trust Student Placement Form



<b>Academy:</b>						
<b>Name of educational setting:</b>						
<b>Placement type:</b> <i>Please tick appropriate box</i>	<b>School</b>	<input type="checkbox"/>	<b>College</b>	<input type="checkbox"/>	<b>University</b>	<input type="checkbox"/>
<b>Course title:</b>						
<b>Length of Placement:</b> <i>Weeks or number of hours</i>			<b>Days attending:</b>			

<b>First Name:</b>			<b>Surname:</b>		
<b>Home Address:</b>					
				<b>Post Code:</b>	
<b>Date of Birth:</b>			<b>DBS Number:</b> <i>Disclosure Barring Service</i>		

Consent - While on site		
- I will act accordingly to the code of conduct policy while on site	<b>Yes</b>	<input type="checkbox"/>
- I will adhere to the Health and Safety policy while on site	<b>Yes</b>	<input type="checkbox"/>
- I understand I need to sign in and out and wear my badge at all times	<b>Yes</b>	<input type="checkbox"/>
- I will not use my mobile phone unless in designated areas	<b>Yes</b>	<input type="checkbox"/>
- I will report any safeguarding issues direct to the designated safeguarding lead immediately	<b>Yes</b>	<input type="checkbox"/>
- I will not disclose any confidential information to others outside of this organisation	<b>Yes</b>	<input type="checkbox"/>

**Please note: If I fail to adhere to the above, I understand my placement may be terminated.**

Signature				
<b>Signature of placement:</b>			<b>Date:</b>	

For office use	Date seen:	Initial:
Email received from placement		
Copy of DBS seen		
ID double checked		



# ST. BART'S

MULTI-ACADEMY TRUST

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