Volunteers and Visitors Policy

Approved By	**Hujjat School Trust Board**
Date	**September 2026**
Owner	**HPS SLT**
Review By	**September 2027**

HUJJAT PRIMARY SCHOOL

VISION

Hujjat Primary School will be a happy and inclusive school inspired by Islamic values. A place where children can indulge their curiosity, develop a love for learning and build the foundation to become ethical, responsible and inspirational members of society.

MISSION

To nurture children within a safe and caring learning environment to realize their full potential academically, physically, spiritually, emotionally and socially. We believe that true education is not just about acquiring skills and achieving standards, but facilitating the well-being and growth of every child's mind, body and spirit in the best possible way.

VALUES

- Integrity
- Respect
- Compassion
- Excellence
- Gratitude
- Service

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SUMMARY

This policy sets out the school's approach to vetting visitors and volunteers who may visit our pupils to enrich their education.

Volunteers and visits by representatives from external agencies are welcome to Hujjat Primary School as they make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the people we invite into our school are suitable and that all safeguarding procedures are followed. When inviting in any external person, the safeguarding requirements in the 'Keeping children safe in education' guidance regards to safeguarding and promoting the welfare of our children are adhered to.

We have set procedures for ensuring that any visitors are suitable, checked and appropriately supervised as stated in the Prevent duty guidance.

PROCEDURES

The following procedures apply

- Permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
- All visitors must report to the School Reception first-they must not enter the school via any other entrance.
- At the School Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in.
- All visitors will be required to wear a visitor badge/sticker.
- All visitors are DBS checked OR supervised by a permanent member of staff at all times
- Visitors are provided with the schools safeguarding/child protection policy, health and safety and fire safety policies
- Visitors will then be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff and not DBS checked).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their badge.

Before inviting in any person to our school, we will assess the suitability and effectiveness of input from individuals to ensure that any messages communicated to students will be consistent with fundamental British Values and our school values. Any messages communicated to students must be consistent with the ethos of the school and not glorify

criminal activity, violent extremism or radicalise students through extreme or narrow views of faith, religion or culture or other ideologies. We forbid political indoctrination and secure a balanced treatment of political issues.

Staff are likely to face prohibition if they deliberately allow exposure of pupils to such actions that undermine fundamental British values including promoting political or religious extremism by inviting individuals to speak in schools as stated in the Teaching misconduct guidance.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos.

We are aware that, in some instances, the work of external agencies may not directly be connected with the rest of the school curriculum and we need to ensure that this work is of benefit to our students.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

Visitors' Agreement

At Hujjat Primary School we understand and appreciate the importance of visitors and external agencies and their contribution to the enriching the experiences of our students. In order to safeguard our children we expect all visitors to read and adhere to the statements below:

1. The topic of the visit is appropriate for the audience.
2. Any messages communicated to students support fundamental British Values and our school values.
3. Any messages communicated to students will be consistent with the ethos of the school and will not glorify criminal activity, violent extremism or radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
4. Activities are properly linked to the curriculum and avoid contradictory messages to pupils.
5. Activities are matched to the needs of students.
6. Any visitors not DBS cleared to work alongside children will also need to be accompanied by a member of staff at all time.

Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

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 one 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

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information	
Hujjat Primary School 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 Hujjat Primary School's privacy notice.	
Do you have a DBS check? (please circle)	Yes/ No

If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

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

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at Hujjat Primary School?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (E.g. languages spoken, sports etc.)
Do you have any relevant qualifications?

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.)	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

Disability and accessibility
Hujjat Primary School 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:

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. **School rules and policies**

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

- Safeguarding and Child protection
- IT and acceptable use
- School Handbook
- Health and safety
- Equality Statement and Objectives
- Whistle-blowing
- Behaviour

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

2. **Professional conduct**

2.1. Volunteers 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 School Business Manager.

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

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

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".

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

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers 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 Mrs S Saad (Deputy Head) and the Deputy DSL are: Mr D Syed (Headteacher) and Mrs S M Jessa (Faith Lead)

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

3.4. Volunteers 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:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school
- Alerting the DSL/ DDSL if a pupil develops an infatuation with them

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures and handbook.

4.3. Volunteers 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 school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or

other children. If parents approach volunteers for information, they should be directed to speak to a the class teacher or member of the Leadership Team

6. Data Protection in Practice at Hujjat Primary School

Physical Records

- Do not leave confidential or restricted documents out on desks or display if the room is unoccupied or if it can be accessed by others.
- Lock cupboards, drawers or other storage units that contain confidential documents.
- Minimise, wherever possible, the amount of personal data used in classroom displays (for example first name only, or first name and initial of surname).

Confidential Discussions

- Do not conduct confidential discussions in front of unauthorised individuals.
- Do not write down opinions, (by email or hard copy), about a person that you would not feel comfortable saying to their face. Record facts not opinions.

Electronic Data

- Personal information should be password protected before sending by email and the password conveyed separately.

Passwords

- Keep passwords secure and make sure they’re not accessible to others.
- Comply with the School’s Password Policy.
- Do not share passwords.
- Do not use automated log on processes to store passwords.

Computers

- Lock your computer if it is unattended.
- Store removable drives securely e.g. USB memory sticks.

Software

- Only download new software from the internet if consent has been given.

Removing data from school

- Data taken off site must be secured at all times.
- Ensure you have permission to remove hard copy or digital information to work on away from school.
- If data is out of school overnight, it must be stored securely and not in a locked car.

Mobile Devices

- Memory sticks, mobile phones, laptops, and tablets must be encrypted.
- Only use personal devices at work if permission has been given and ensure school protocols are followed.

Sharing Data

- Do not share personal data without following the proper procedures and ensuring consent is given.
- Be aware that those seeking information may use deception to gain access. Always verify the identity of the data subject and the legitimacy of the request.

- Be mindful of who can hear your conversation if you are discussing personal data, particularly about a pupil or parent.
- Data Protection does not prevent the sharing of information for the purposes of keeping children safe – speak to the Designated Safeguarding Lead in the first instance if you have any concerns.

Accessing Data
- Do not access another employee's records without authority.

General
- Familiarise yourself with the School's key data protection policies and processes.
- If you think you have had a data breach, contact the School's Data Protection Lead/ School Business Manager

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 school's staff disciplinary procedures.

Please sign and date below:

Volunteer name (please print)

Volunteer signature

Date