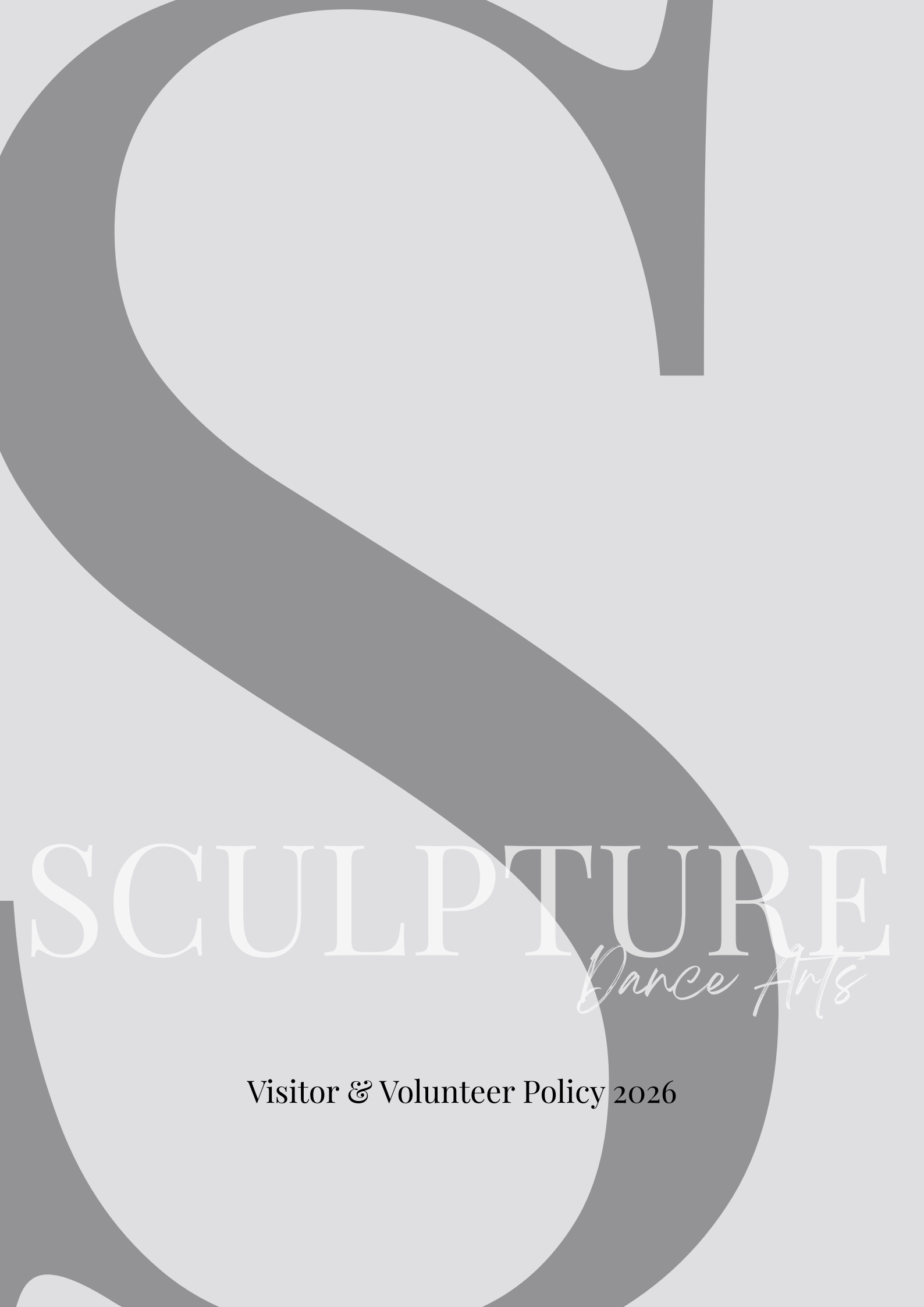




SCULPTURE

Dance Arts

Visitor & Volunteer Policy 2026

VISITOR & VOLUNTEER POLICY

Sculpture Dance Arts School

1. Purpose

This policy sets out the rules, procedures, and expectations for all visitors and volunteers at Sculpture Dance Arts. It ensures the safety, wellbeing, and security of students, staff, and property, while meeting legal requirements for safeguarding, health and safety, and site management.

2. Scope

This policy applies to:

- All visitors: parents, carers, guests, contractors, inspectors, delivery personnel, and representatives from other organisations
 - All volunteers: adults giving time to help with classes, workshops, events, performances, administration, or maintenance
 - All areas of the school: studios, workshops, classrooms, changing rooms, storage areas, and outdoor spaces
 - All activities taking place on school premises or under school supervision
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3. General Rules & Procedures

Arrival & Sign-In

- All visitors and volunteers **must report to the main reception/office immediately** on arrival.
- Everyone must sign the **Visitor/Volunteer Log Book**, providing their name, contact details, purpose of visit, and time of arrival.
- A **visitors' badge or identification lanyard** will be issued and must be worn visibly at all times while on site.
- Badges must be returned and departure recorded in the log book when leaving.
- No one may enter studios, workshops, or student areas without first reporting and being accompanied or authorised.

Supervision & Access

- Visitors and volunteers must stay in authorised areas only. They must not enter changing rooms, staff offices, or secure storage areas without permission.
- Volunteers working directly with students will be supervised at all times unless they have completed the required checks and have a formal agreement.
- All visitors and volunteers must follow instructions from staff and respect the school's timetable and activities.

4. Safeguarding Requirements

This section ensures compliance with the **Keeping Children Safe in Education** guidance and UK safeguarding law.

For Visitors

- Visitors are not permitted to have one-to-one contact with students unless prior arrangement has been made and approved by the Principal or DSL.
- Visitors must follow the school's **Safeguarding & Child Protection Policy** and **Behaviour Policy** at all times.
- Any concerns regarding the safety or wellbeing of a student must be reported immediately to the DSL or a senior member of staff.
- Photography, filming, or recording of students is **not allowed** without prior written consent and in line with our **Photography & Filming Policy**.

For Volunteers

- Volunteers who work regularly or unsupervised with students **must undergo the same checks as staff**, including:
 - Completion of an application form
 - References taken up
 - An enhanced DBS (Disclosure and Barring Service) check
 - Proof of identity and address
 - Agreement to follow all school policies
 - Volunteers will receive a brief induction covering safeguarding, health & safety, and school rules.
 - Volunteers must never be left alone with a student unless they have been fully cleared and this is part of their agreed role.
 - They must adhere to the **Code of Conduct for Volunteers**, which includes:
 - Using appropriate language and behaviour
 - Avoiding physical contact unless necessary for safety/instruction and done openly
 - Not sharing personal contact details with students or communicating with them via social media without school approval
 - Reporting any concerns immediately
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5. Health & Safety

All visitors and volunteers share responsibility for maintaining a safe environment.

General Safety

- Follow all safety signs, notices, and verbal instructions from staff.
- Walk, do not run, in all areas — especially in studios, workshops, and near equipment.
- Keep walkways, fire exits, and emergency routes clear of bags, materials, and obstacles.
- Do not touch or operate studio equipment, dance bars, mirrors, sculpture tools, electrical systems, or machinery unless trained and authorised to do so.
- In workshops, follow rules regarding use of clay, paints, glazes, solvents, and tools; wear protective equipment (aprons, gloves, masks) where required.
- Report any hazards, spills, broken equipment, or accidents to a member of staff immediately.

Smoking, Vaping & Alcohol

- **The school is a completely smoke-free and vape-free site.** Smoking, vaping, or the use of e-cigarettes is **not permitted anywhere** inside or outside the school grounds, including car parks and entrances.
- No alcohol or illegal substances are allowed on school premises. Anyone under the influence will be asked to leave immediately and may be barred from future visits.

Emergencies

- All visitors and volunteers will be informed of emergency procedures, fire exits, and assembly points during their induction or on arrival.
 - In the event of an alarm, follow staff instructions and proceed calmly to the designated assembly area.
 - First aid is available through trained staff; all incidents will be recorded.
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6. Responsibilities

School Leadership

- Ensure this policy is available, communicated, and followed.
- Maintain accurate records of all visitors and volunteers.
- Carry out necessary checks and inductions for volunteers.
- Display clear signs regarding entry, safety, smoking, and conduct.

Staff

- Monitor access to the building and check identification/badges.
- Accompany visitors where required.
- Ensure volunteers understand their role and boundaries.

- Report any concerns or breaches of this policy.

Visitors & Volunteers

- Read and agree to follow this policy before entering or starting work.
 - Wear identification at all times.
 - Respect the rights, privacy, and safety of everyone in the school.
 - Conduct themselves in a professional and appropriate manner at all times.
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7. Breach of Policy

Failure to follow this policy may result in:

- Being asked to leave the premises immediately
 - Being refused entry in future
 - Termination of volunteer agreement
 - Reporting to relevant authorities if there is a safeguarding or legal concern
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8. Links to Other Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Behaviour & Student Code of Conduct
- Photography & Filming Policy
- Data Protection & Privacy Policy
- Anti-Bullying & Cyberbullying Policy

Date: June 2026

Review Date: June 2027

Responsible Lead: Principal / Designated Safeguarding Lead (DSL)