

St Mary's CE Primary School



Visitors Policy

This policy has been drawn up in consultation with all teaching staff, other school staff, external partners, parents/carers, pupils, governors, members of the wider school community.

Location and Dissemination

The policy can be found in the staff handbook. The policy is referred to in the school prospectus. It is referred to in relevant areas of the curriculum. This document is freely available to the entire school community.

Local and National Guidance

This policy is in line with guidance from the Healthy Schools Programme, of which the school is part.

Rationale

The purpose of working with external partners who contribute to lessons needs to be clear. Reasons could include:

- Raising awareness of an issue
- Providing expertise
- Building links with the community
- Giving pupils an opportunity to work with adults outside of the school
- Raising the profile of the school
- Public relations
- Enhancing the curriculum

- Part of staff training
- As a resource

Using External Contributors Effectively

An external partners' contribution must enhance the overall education experience for young people. It must add a dimension, which the teacher alone cannot provide.

Whilst external contributors can bring a wealth of skills and expertise to the school setting, it should be recognised that they may have no formal training in classroom management and teaching and learning strategies. Worcestershire Healthy Schools Programme advises that external contributors should not be left alone to work with pupils. The teacher and external contributor need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).

What the External Contributor Needs to Know

External contributors could be sent an information pack containing:

- The school prospectus
- The number and age of pupils they will be working with
- The aims and objectives of the visit

What the School May Need

External Contributors must provide the school with details of CRB checks, photographic ID and relevant qualifications.

External contributors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.

Ground Rules

If external contributors come to give talks to pupils on topics that may be sensitive, they must be made aware of the ground rules used in classrooms:

- No one (teacher, external contributor or pupil) will have to answer a personal question
- Everyone has the right to pass
- Only the correct biological names for body parts will be used
- Names of individuals are never mentioned in discussions or questions
- Meanings of words will be explained in a sensible and factual way

Checkpoints for Teachers

- ✓ Has the external contributor been made aware of relevant policies?
- ✓ How will the external contributor be made aware of the school's ethos and values?

✓ Has the external contributor been made aware of:

- The size of the group
- The age and nature of the group/class, e.g. ability, ethnicity, gender, sexuality, religion and individual special circumstances
- Any relevant issues regarding special educational needs
- Child protection and confidentiality issues
- Ground rules usually followed in the classroom
- The aims/objectives of the session(s)
- What preparatory activities will take place
- What follow up will be provided
- How the sessions will be organised
- What resources are available
- How the sessions will be evaluated
- Safety/fire drill procedures
- Mobile Phone rules and procedures
- IPAD rules and procedures

Confidentiality

When working in a classroom situation, external contributors are bound by relevant school policies. Privacy should be protected and inappropriate personal disclosures should be discouraged, by negotiating ground rules and using distancing techniques.

Outside the teaching situation, health professionals such as school nurses can:

- Give one-to-one advice or information to a pupil on a health-related matter including contraception
- Exercise his or her own professional judgement as to whether a young person has the maturity to consent to medical treatment including contraceptive treatment.

The useful guidance document for visitors '*Learning and teaching: Background notes for colleagues visiting and working in schools to support learning*' can be found at www.wiredforhealth.gov.uk/PDF/learningandteaching.pdf