

# **EXTERNAL VISITORS TO THE SCHOOL POLICY**



Liverpool

School Name: Hunts Cross Primary School  
Policy Agreed by: Rebecca Taylor Helen Dallison  
Date Agreed:  
Review Date: September 2020  
Date Achieved National Healthy Schools Status: July 2014  
Name of staff member responsible for review: Rebecca Taylor

## **RATIONALE**

The school recognises the value of external visitors in enhancing the curriculum by:

- offering specialist knowledge, experience and resources
- bringing fresh perspectives to a subject
- adding interest and variety
- addressing topics that may be sensitive or controversial
- supporting teachers
- acting as positive role models and countering stereotypical images
- creating links with the community and local services

As well as providing classroom support, external contributors may be used to support curriculum planning and/or policy development; provide specialist training for teachers, and to support monitoring and evaluation.

The school recognises that it is important to ensure visitors are appropriately qualified, the visit is planned in advance and the anticipated outcomes are clear. The safety and welfare of pupils is of paramount concern.

## **VISITORS WHO WORK WITHIN THE SCHOOL**

A wide range of visitors are invited into the school. These include:-

- health professionals
- workers from voluntary/community organisations with particular expertise, experience or knowledge
- members of the police, fire service and other statutory services
- theatre in education groups
- members of the local church
- artists, poets and crafts people
- careers advisers

## **PROCEDURES**

### **Before the Visit**

- The school will give careful consideration to the aims and anticipated outcomes of inviting an outside visitor to the school, and to what type of person will be best suited to meet these aims
- The school will ensure the visitor is from a reputable organisation and/or take up references and recommendations. The Healthy Schools Team will be contacted for advice if the visitor/organisation is not previously known. It is important that the visit should be part of a planned programme, with preparation beforehand and follow up afterwards.
- Prior to the visit the teacher responsible will carry out a preliminary discussion with the visitor to ensure that:-
  - The visitor is aware of the context of the contributions they have been asked to make
  - The visitor is aware of the abilities and maturity level of the pupils they will be working with, and the size of the group
  - The visitor is aware of the school policies on child protection, confidentiality, health and safety, behaviour, and any specific policies relating to the subject content, such as citizenship, drug education and sex and relationship education
  - Practical arrangements are clear:- directions to the school, times for arrival, technical assistance and equipment required, rooms and seating agreed, charges to be made, handouts/information to be handed out agreed and prepared.

Wherever possible, pupils are involved in the preparatory and follow-up work, for example by writing invitation and thank you letters.

### **During the Visit**

The teacher will remain responsible for pupil behaviour, health and safety and child protection throughout the visit and will always be present during group activities. The teacher will ensure that pupils have access to balanced information and differing views, from which they can clarify their own knowledge and opinions. Visitors will work to the professional boundaries of teachers, including the limits of teacher confidentiality. Pupils will not be encouraged to reveal any personal information that may incriminate themselves or others or that they may wish to remain confidential.

After the visit the responsible teacher will complete the Record and Evaluation Form (Appendix 1).

## **RECORDING AND EVALUATION**

Pupils, visitors and teachers should all be involved in the evaluation of the session(s). Evaluations should be linked to the aims and learning outcomes of the sessions(s). Joint evaluations between the teacher and visitor may be conducted through discussion or the completion of an evaluation form, but will include:-

- What was the pupils' general response to the sessions(s)?
- What went particularly well?
- Which aspects (if any) were not successful?
- Were the resources and materials used appropriate?
- How could session(s) be improved?
- Are there any issues from the session(s) that need to be addressed further?

Pupil evaluations will be conducted through discussion or the completion of an evaluation form, but will include

- What pupils have learnt in the session(s)
- What they have particularly liked
- What they didn't like
- How the sessions could be improved
- What else they would like to know about

Pupils will be made aware that their responses will be valued and will inform future planning.

### **VETTING EXTERNAL CONTRIBUTORS**

The school will ensure that where appropriate, the visitor has been subjected to a CRB check; this is essential where the visitor will be left in sole charge of pupil(s) or will be undertaking one to one work with a pupil. Supervised visitors do not necessarily need CRB clearance, but the school will require all visitors to complete the Local Authority Screening Document which is kept in the school reception. For the protection of both adults and pupils, all visitors will be advised that they should not be alone with pupils wherever possible (unless undertaking pre-planned one-to one work).

### **CONFIDENTIALITY, GROUND RULES AND CHILD PROTECTION**

The school is very aware of our duty of care towards our pupils, particularly when sensitive areas are to be discussed. All visitors will be required to work within existing school policies, and work to professional boundaries of teachers. In classroom situations visitors will work within the limits of teacher confidentiality and follow school child protection procedure. At the beginning of the session(s) ground rules will be set with pupils and the teacher will ensure that pupils understand what these mean to practice in relation to disclosure and confidentiality.

Pupils will be provided with opportunities to discuss challenging or sensitive issues in a non-threatening environment. The teacher's sensitivity and judgement will be used to ensure family privacy is protected from potentially damaging pupil disclosure.

Opportunities for further discussion will be provided to pupils who wish to talk about issues that arise on a one-to-one basis.

The school will carefully consider how follow up will be provided and by whom.

### **VISITORS WORKING ONE TO ONE**

The school provides opportunities for pupils to work on a one-to-one basis with external agencies [for example, the school nurse, drugs counsellors].

Visitors from these agencies will be CRB checked, have appropriate training, and be aware of child protection issues. In these circumstances the visitor [for example the school nurse] may be able to offer confidentiality with their service. These issues will be discussed with the pupils, and be subject to the approval of the Pastoral Head.

### **COMMUNICATING WITH PARENTS**

Parents are informed of the use of visitors through school policies and letters, the school newsletter and the school website.

Where the issues to be covered are considered sensitive or controversial, parents will be informed of the visit in advance. Parents/carers have the right to withdraw their children from sex and relationships education that is not part of the National Curriculum. Parents/carers will be informed of the content and nature of the issues to be discussed and given the opportunity to withdraw their child from the session.

# Appendix 1

## TEACHER RECORD AND EVALUATION OF EXTERNAL VISITORS TO THE SCHOOL

Visitor/Organisation \_\_\_\_\_

Topic of the session \_\_\_\_\_

Date and Time \_\_\_\_\_

Class/Year Group \_\_\_\_\_

Number of pupils \_\_\_\_\_

Responsible Teacher \_\_\_\_\_

Aims of the session \_\_\_\_\_

Anticipated outcomes \_\_\_\_\_

Were the aims and outcomes achieved \_\_\_\_\_

\_\_\_\_\_

Resources used \_\_\_\_\_

How could the session be improved \_\_\_\_\_

\_\_\_\_\_

Is it recommended that the visitor/organisation is used again in the future.

\_\_\_\_\_

Is any follow up required. \_\_\_\_\_

Any further comments \_\_\_\_\_

\_\_\_\_\_

This record completed by.....

Date.....