

# St. Winefride's Catholic Primary School



## Outside Visitors and Agencies Policy

### **Mission Statement**

*To provide excellence in all aspects of school life,  
embedded in the values and beliefs of the Catholic faith.*

### **Vision Statement**

*To be an outstanding school where every member reaches  
their true potential and knows the joy of a  
personal relationship with Jesus Christ.*

A Blessed Christopher Wharton Catholic Academy Trust School

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## **A Blessed Christopher Wharton Catholic Academy Trust School**

### **Induction**

St Winefride's Catholic Primary School welcome visitors and volunteers from the local community and beyond and are making use of outside visitors to support their teaching programmes. This policy has been written to promote good practice and support in schools. Without doubt visitors to schools can have a significant positive impact on any school's PSHCE programme. PSHCE is a shared responsibility between schools, home and the wider community. It is sometimes appropriate to involve visitors as a resource in supporting delivery of lessons (e.g. school nurses, police officers, road safety) or sharing personal experiences (e.g. parents or community members discussing their life experience). **They should not be expected to undertake the whole programme.**

Outside visitors may also be used as consultants for school staff and/or may offer support in working with governors, parents and the community.

### **The benefits of visitors in school**

- Bringing a new perspective, specialist knowledge and/or experience and resources to enhance pupils learning.
- Offering support to school staff and pupils where subjects may require specific expertise and sensitivity.
- Providing a link for pupils and staff with community and local services, making them more accessible.

Please be aware that whilst some visitors are likely to be available on an ongoing basis to support schools, other visitors may only come into school in the short term. For those supporting the school on a short-term basis there will be an expectation that this session is observed by the appropriate member of staff with a view to that member of staff delivering the session in the future with the offer of support for the teacher when they deliver the session.

### **DBS checks and regulated activity**

As academies are 'specified places', an activity is a regulated activity if it is carried out frequently (once a week or more, or on 4 or more days in a 30-day period) and gives the person the opportunity in their work to have contact with pupils subject to the following new exceptions:

- Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of pupils)
- Volunteering, under day to day supervision of another person engaging in regulated activity.

Key points to note in respect of supervision are as follows:

- It must be undertaken by a person who is in regulated activity
- It must be regular and day to day
- It must be 'reasonable in all the circumstances to ensure the protection of pupils

Any visitor to the school who has unsupervised access to children or who works in the school on a regular basis will be subject to enhanced and barred list Disclosure and Barring Service (DBS) check.

Any visitor who has not had an enhanced and barred list DBS check, will not be left in sole charge of a pupil or pupils.

In all instances, whether or not the visitor is DBS-checked, the teacher should be present in the classroom for the whole of each lesson, so that they can maintain responsibility for class discipline and devise follow-up work to reinforce pupils learning.

In accordance with Keeping Children Safe in Education, we require all agencies to provide written notification that they have carried out the checks on an individual who will be working at our school, that the school would otherwise perform.

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Any visitor/outside agency staff will be required to provide proof of identity, to confirm they are the same person for whom checks have been made.

### Safeguarding

If any visitor sees or hears anything that concerns them about the safety of our pupils whilst in school, they must report their concerns immediately to the school's Designated Safeguarding Lead (DSL). Names of the DSL's are posted throughout the school, detailed in the Child Protection and Safeguarding Policy or can be obtained from the school office.

### Expectations

#### School Staff

- Consider whether there are any fees involved in using a visitor.
- Be clear why you are using a visitor, where it fits into a co-ordinated programme of work, what work will have been done before the visitor's session and how the session will be followed up.
- Consider if the visitor you are using is the most appropriate source of support. Are they aware of the school's ethos and values? Have the pupils been involved in planning the session or identifying the visitor who is most appropriate?
- Be familiar with current Government Recommendations, Guidance and Legislation particularly for Relationship and Sex, Education (RSE) and Drugs Education.
- Check whether there is a whole school system for booking outside visitors. Use the attached Visit Proforma to ensure clear communication between all parties in and out of school.
- **Arrange a meeting with the visitor as early as possible in the school year to plan and prepare appropriately**, including roles and responsibilities during the session and any follow up work. Staff should complete the Visit Proforma with the visitor, confirming dates, times, planning and contact details for both school and organisation. This information should be in the school calendar/diary.
- Ensure that the visitor is aware of the "audience" they will be delivering the session to and their intellectual and emotional needs, i.e. the material the visitor plans to use must be appropriate for the needs of all pupils and share any sensitive issues that may apply to individual or specific groups of pupils (e.g. bereavement, medical conditions, previous life experience).
- Share with the visitor the relevant school's policies and guidelines e.g. child protection and safeguarding, confidentiality, behaviour, anti-bullying, PSHCE, RSE and Drugs Education. Visitors must always work within the policies of the school and on the instructions of the head of school.
- Ensure the visitor signs in and understands they must wear their visitors' badge at all times.
- In order to create a safe classroom environment and respond to unexpected comments or questions visitors should always be made aware of established class ground rules.
- Ensure the administrative staff are aware the visitor is coming, and someone is there to meet them and show them where to go. (This should be planned in advance so that in case of absence the visitor is not unexpected. Visitors must be informed of any last-minute changes to the planned session).
- How will the visitors input to a session be evaluated and fed back to the visitor? Staff and visitors should both contribute to the evaluation on the Visit Proforma attached.
- The teacher needs to be part of the session in order that they can provide follow up work, appropriate support to pupils and monitor behaviour if necessary.

#### Visitors

- Ensure that you are clear about the aims and objectives of the session and where your contribution fits into a co-ordinated programme of work. Do you know why you have been asked to do this session?
- Be familiar with current Government Recommendations, Guidance and Legislation particularly for Relationship and Sex, Education (RSE) and Drugs Education
- Be familiar with the school's ethos and values. Have the pupils been involved in planning the session or identifying the visitor who is most appropriate?

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- It is necessary to be involved in the planning process for the session (including discussion of sensitive and controversial issues), as well as any preparatory and follow up work school staff will undertake. What has been done already and what will they experience in the future, how will the session be followed up? Have you also discussed roles and responsibilities to be undertaken during the session?
- With the member of staff complete the Visit Proforma, confirming dates, times, planning and contact details for both school and organisation.
- Consider the “audience” you will be delivering the session to, e.g. intellectual and emotional needs, ages, gender, size of group, what resources will be available/do you need, timing of session, accommodation (room size and type), and any specific needs of individuals or groups within the audience.
- Visitors should not be expected to work alone with pupils in a classroom situation, the teacher needs to be part of the experience and lesson, so they can provide follow up work, provide appropriate support to pupils and monitor behaviour if necessary.
- Visitors are expected to work within the relevant school’s policies and on the instructions of the head of school, especially in areas of child protection, PSHCE, confidentiality, behaviour, anti- bullying, RSE and Drugs Education.
- In order to create a safe classroom environment and respond to unexpected comments or questions visitors should work within established class ground rules
- Jointly contribute with the teacher to the evaluation on the Visit Proforma attached. You may also have your own evaluation.
- Ensure you are familiar with the school geographically, e.g. where to park, and accessing the main entrance.
- Visitors must report to reception, sign in and wear the visitors badge issued at all times. Anyone not wearing an appropriate ID will be challenged and escorted back to reception.
- Visitors must switch off their mobile phones when walking around the school.
- Visitors are required to sign out.
- Visitors must not reveal any personal or confidential information they may learn about the school, pupils or staff during the course of their visit, to any third party.

### **Visit Proforma**

The Visit Proforma acts as an agreement between the school and the visitor and both parties should have a copy. It is also good practice to have a copy of the Proforma in the office for the administrative staff. This should be completed during the planning session before the visit and signed by both parties.

**VISIT PROFORMA**

<p><b>SCHOOL NAME</b></p> <p>Contact Name:</p> <p>Job Title:</p> <p>Address:</p> <p>Contact no:</p> <p>Email:</p> <p>Cost of session:</p>	<p><b>ORGANISATION NAME</b></p> <p>Contact Name:</p> <p>Job Title:</p> <p>Address:</p> <p>Contact no:</p> <p>Email:</p> <p>Expenses required:</p>
<p><b>TIMES AND DATES OF SESSIONS – including planning sessions</b></p>	
<p><b>SESSION OVERVIEW</b></p>	

**A Blessed Christopher Wharton Catholic Academy Trust School**

**GROUPS INVOLVED**

KEY STAGE: EYFS 1 2

AGE: 5-7 7-11

YEAR GROUP

GROUP: 1:1 Small Group Class Year Group Whole School Single Sex

**STAFFING REQUIREMENTS**

School staff

Organisation staff

**EQUIPMENT/RESOURCES**

Visitor

School

**EVALUATION REQUIREMENTS**

**OTHER INFORMATION AND COMMENTS**

**COMPLETED BY** (please sign and date)

School Personnel:

Organisation Personnel:

Date:

## **Visiting Speakers Agreement**

to be signed by all visiting speakers

St Winefride's Catholic Primary School understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to safeguard our pupils, we expect all visiting speakers to read and adhere to the statements below.

- The presentation must be appropriate to the age and maturity level of the pupil audience
- The content of the speech/presentation must support Catholic and British Values, BCWCAT Academies Values and contribute to preparing pupils for life in modern Britain
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge

Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication

Visitors will also be accompanied by a member of staff at all times

Signed (Visitor) \_\_\_\_\_

Print Name \_\_\_\_\_

Signed (Staff) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_