

# **Broad Chalke CE VA Primary School**

## **Visitors Policy 2017**

**Mission Statement: With the love of God we learn, care, grow and share**

It is often invaluable for schools to use visiting speakers to enhance their curriculum. The guidelines listed below outline both the responsibilities for the visiting speaker and the school.

### **The school's preparation for the visiting speaker**

- The school should check that the work of the agency or visitor is known to them and be considered suitable (in respect of child protection see *Children's Act 1989*).
- The speaker's visit should be part of an integrated programme with appropriate planning, preparatory work and follow up work as necessary.
- There should be clear guidelines provided by the speaker for the content of the speaker's input and these should be used to inform the planning of the visit as well as any preparatory or follow up work to be done.
- The speaker should be made aware of any relevant school policies e.g. confidentiality.
- The visiting speaker should be provided with information on the appropriate key stage, the age of the pupils, the approximate number of the pupils in the group, any special needs requirements of the pupils, the venue where the session will take place as well as any resources that may be required.
- The date, time and duration of the session should be confirmed with the visiting speaker.
- The speaker and the school should agree and plan for the teacher to be present throughout the visit so he/she is able to deal with any follow up questions or concerns.
- If the speaker is going to work on their own with a small group of children they must have CRB / DBS clearance.

### **The visiting speaker's preparation for the visit to the school**

- It is helpful if the visiting speaker outlines their specific expertise.
- Visiting speakers should indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches of the session.
- Visitors in school should give clear, accurate and age appropriate information.
- It is helpful for the visitor to know what preparatory and follow up work is intended and where their session fits into the overall plan.
- The visitor needs to understand the emotional and intellectual levels of the children or young people involved and to be able to communicate at the appropriate level.
- The visitor should discuss which resources and equipment will be needed and who will supply them i.e. school or speaker.
- After the session, it is recommended that there is an opportunity for evaluation and the content discussed between the visiting speaker and the teacher to ensure effective visits in the future.

Visitors will need to make themselves known to Reception, sign in and out and wear a visitor's badge.

Ratified by FGB: June 2014

Reviewed: June 2017

Review Date: June 2020