

Visitors and Outside Agencies Policy

For some aspects of the curriculum such as PSHE, Citizenship and Learning Support, it is sometimes appropriate to involve visitors from outside agencies.

If visitors are used to deliver any aspect of the curriculum it is important that their contribution has been well planned and is part of an overall programme. Visitors should not be used as isolated 'one off' inputs or as a replacement for a planned programme delivered by teachers.

Before involving visitors, we should consider:

- Why is the visitors input being sought and is that particular visitor the most appropriate source of that input?
- Is the visitor's contribution an integrated part of the curriculum?
- What planning, preparatory and follow-up work needs to take place?
- What experience does the visitor have of working with young people?
- Does the visitor understand the emotional and intellectual levels of the young people and can he/she communicate at the appropriate level?
- What teaching and learning strategies is the visitor planning to use?
- Are resources being used appropriate for young people?
- Staff must be aware of the level implications of having and using visitors in school, with respect to our [Safeguarding Children – Child Protection Policy](#) and The Children Act 1989. It must be recognised that visitors who have not shown evidence of a current DBS check must never be allowed to work alone with students.
- If visitors work with young people then it is essential that the teacher is part of the experience so that appropriate follow up work can be provided. It also acts as a safeguard should a parent or child make a complaint regarding the visitor.

Before agreeing to take part, the teacher or a [member of the senior management team](#) should meet with the visitor to discuss the following:

- Information about the group to be taught – numbers, ages, time available, where it will take place, resources.
- What are the aims of the session?
- How does the visitor's input fit into the overall programme?
- Why is the agency's/visitor's involvement relevant?
- What will be the follow up work?
- How can we evaluate the session with the young people?
- The school policy on confidentiality
- Classroom management issues – who does what?

The use of visitors is one from a variety of teaching strategies that can be used to engage pupils. Inviting a visitor into school is not an abdication of a school's responsibility, but should serve to complement other teaching that is carried out by teachers in our school.

Naturally, all visitors are **REQUIRED** to report to reception to sign the visitors book and wear the visitors badge issued at all times. Anyone not wearing an appropriate ID will be challenged and escorted back to reception.