

Greens Norton C of E Primary School



The Policy Statement for Visitors

Approved by

Greens Norton Primary School

A POLICY FOR THE USE OF OUTSIDE AGENCIES AND VISITORS IN SCHOOL

Introduction

GNPS is committed to making use of appropriate external agencies that can contribute to the education of our children in their Health Education programme. Visitors can bring specific expertise and knowledge that can enrich a planned Personal, Social and Health Education programme.

Visitors to school include:

- County Council linked personnel
- Community
- External agencies

Preparation for a visit

When organising a visit for a speaker, the following is considered:

- What are the aims of the session?
- Why do we want the agency to be involved?
- What education have the children already experienced in this given topic?
- How will the session be followed up?
- What are the ages, numbers, resources, premises and time involved?

Pupils can play an important part in the preparation by discussing who might be appropriate to visit, who should invite the visitor and what questions they might ask.

Teacher's responsibility for visitors

When organising visitors the following should be considered:

- Is an outside speaker the most appropriate way to deliver the topic?
- Is the visitor known to the school or have they been recommended?
- Is the teacher aware of the appropriate level for the visitor?
- Has a meeting been arranged prior to the visit to ensure that both the school and the visitor have a common agenda and an agreed programme for the visit?
- Has the visitor been given a copy of the relevant school policies?
- Are the teacher and the visitor clear about procedures for the disclosure and confidentiality?

Use of outside agencies and visitors

All visitors will be made to feel welcome in our school with all the necessary arrangements being covered before the visit.

All visitors are valued; they are an extension to the school life of our children, but the protection of our children is paramount. Hence, we fully expect visitors to have read our guidelines before the visit. All visitors must sign in and out of the school Visitor's Book.

Visitors will not be left alone to work with pupils, unless they have CRB clearance (see Appendix A). The teacher needs to be part of the experience to enable appropriate follow up work to take place. Teachers have a responsibility for the delivery of the programme to which a visitor is contributing and they have a responsibility to ensure that pupils behave appropriately.

This school includes visitors as part of the planned programme of study.

Policy review

This policy will be reviewed alongside the PSHE policy.

Appendix A

Child Protection Level

Education Services linked	Community	External Agencies
Special needs related School Nurse Educational Psychologist Link Inspector	Parents Members of the Church	Students Work experience St John Ambulance Fire Brigade Environmental agencies PE Coaches Theatre Group Musicians Farmers Wives Union
Northamptonshire CC employees are police checked and work with children on a one to one basis.	Follow procedures: New helpers to see the Headteacher, health and safety information given. A criminal records bureau check is needed before a volunteer may assist in school. There is a cost to the school and so only people wishing to come into school on a regular basis will be considered as volunteers.	To work with the children only when a teacher is present. Coaches must also be qualified.