



# **External Visitors and Agencies Policy**

Agreed: June 2018

Review date: May 2020

# **Bickley Primary School**

## **External Visitors and Agencies Policy**

### **Aims:**

- This school recognises that the use of external agencies (eg. School Nurse, Police, Theatre groups, health education visitors etc) can enrich and support the curriculum and school ethos.
- We value the advice of external agencies to support the needs of individual learners within school.
- We wish to ensure that delivery by external contributors is consistent with school policy, curriculum and ethos.
- It is important that these opportunities are positive and productive for the pupils, staff and the outside agency/visitor.

### **General requirements for visitors to school**

- A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.
- All visitors shall report to the school office when arriving or leaving the school premises.
- All visitors are required to register with the school office to obtain authorisation.
- Visitors shall be requested to wear a dated visitor sticker when on the premises in addition to any personal identification badge.
- Parent helpers are also required to sign in and wear a dated parent helper sticker when working within the school.
- All visitors need to sign in and out at the school office.
- All visitors must switch off their mobile phones when walking around the school. Mobile phones can only be used in the school office.

### **When involving external contributors, staff will ensure that:**

- They are clear about the desired learning outcomes before deciding who is best able to help achieve them
- The external contribution is integrated into the school's programme, rather than being an isolated event
- The external contributors are competent educators and facilitators
- Where possible the pupils are involved in the preparatory and follow-up work
- The content is planned/known to ensure that it meets the needs of pupils and is consistent with school policy, curriculum and ethos
- All external contributors are aware of appropriate school policies
- The school is fully aware of the external agencies aims and objectives for delivering to the school
- All external contributors are aware of their roles. Responsibilities and boundaries i.e. that they work to the professional boundaries of the teacher when taking part in the curriculum
- The value of the external contribution is assessed through appropriate feedback and evaluation. This information should be shared and used to inform future work.

- 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 a disclosure and barring service (DBS) check. Given that most external contributors will come to the school infrequently and will not be left in sole charge of a pupil, DBS checks will not normally be required. An external contributor who has not has a DBS check should **not** be left in sole charge of a pupil or pupils. In all instances, whether or not the external contributor is DBS checked, **it is strongly recommended** that a teacher is 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.

### **Monitoring & Review**

This policy and its implementation will be regularly evaluated by the Governing Body, and will be formally reviewed as part of the school's development process.