

South Bromsgrove High

Policy for working with External Visitors/Contributors

**Reviewed by the Governing Body
Next Review
Policy responsibility**

**November 2018
November 2020
Deputy Headteacher**

The aims of this policy are:

- To outline the roles of both the teaching staff and external visitors
- To provide a structured approach to the vetting and management of visitors in order to ensure that appropriate Safeguarding is in place.

The key principles and key issues are:

Definition: In this policy an external visitor/contributor is anyone who is not a regular member of the teaching staff but comes into school to work alongside teaching staff, supporting the planned delivery of the curriculum.

Role of all Staff Receiving Visitors

When receiving visitors to School **all staff** are required to meet, and escort them from reception to their ultimate destination. They must not be left alone with students unless safeguarding checks, including DBS clearance have been achieved and evidenced; in addition to this, the receiving member of staff must also ensure:

- That the external contributor/visitor has been provided with the school's Safeguarding Advice for Volunteers and Visitors leaflet, together with the school's Health and Safety leaflet.
- That due care is taken to ensure that the visitor is not left alone in school and that the member of staff remains responsible for them at all times.

Teaching staff with responsibility for selecting external contributors should check:

- The external contributor input fits in with the aims and objectives of the curriculum and that the external contributor has relevant knowledge and expertise.
- That safeguarding checks have been undertaken for the external contributor, including a current DBS check if appropriate, and that it is available to be checked.
- That adequate planning with the external contributor takes place and that their role and that of teaching staff is clear.
- That the external contributor is aware of the needs of students with regard to age, ethnicity, ability and special needs. That the external contributor is clear about the school policy on handling sensitive issues, confidentiality and disclosures if relevant.
- That the relevant teacher is present for the whole activity and provides the link to follow up work. That they take an active part in the session and encourage the students to do so.

- That the external contributor is aware that the teacher present is responsible for maintaining discipline and enforcing the school's code of conduct.

Role of External Visitors/Contributors

The main purpose of involving external providers is to enhance the curriculum experience for students. The external Visitors/Contributors should ensure:

- They have been involved pro-actively in the planning of their contribution and complete our requirements form and that their contribution fits in with the aims and objectives of the school's curriculum.
- That their contribution is age and ability relevant and that they use appropriate language at all times in school.
- That they sign in (using the electronic visitor identification system) and remain with a member of staff (if appropriate) for the entirety of the visit.
- That they agree to a DBS check if appropriate (to be decided by school).
- They are clear about school policies concerning sensitive issues. If the student discloses any information which indicates the student might be 'at risk' then the member of staff will pass this on to the Pastoral Deputy or Year Head to decide the appropriate course of action.

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Staff responsible for the Policy	Deputy Headteacher