

# Wolverham Primary and Nursery School

## Visitors in School Policy



### Rationale

Wolverham Primary School believes that the use of visitors within a school must enhance the overall educational experience for young people. It must educate and it must add a dimension, which the teacher alone cannot deliver. It must also fit with the stated aims and objectives of the Personal Social Health Education programme/SEAL or Citizenship programme of the school and be in conjunction with other school policies and guidelines.

### Aims and objectives

Teachers sometimes feel that they alone cannot solve problems including drug misuse, health and other social issues and they need support from their communities. The multi-disciplinary approach has led to bringing together a variety of professional groups to allow for sharing of values, ideas and knowledge. In a school setting, in terms of the curriculum, the multi-disciplinary approach means using visitors in a creative and effective way.

### Educational Aims

#### **Finding the right visitor**

Teachers need to have a clear objective set for the visitor. It is important that objectives are realistic (e.g. to stop young people from ever taking drugs – is not realistic, some may never take drugs at all, but research indicates that a large proportion of young people will at least experiment with substances).

Teachers also need to be creative about how to use visitors. It is important to set up a balanced discussion and ensure a wide range of questions are asked by the pupils themselves.

#### **Negotiating the contract**

Once our school has decided that we wish to use a member of an external agency to contribute to education, the teacher will need to talk to the agency to negotiate the contract. This will ensure that our school and the visitor agree on the important points. Teachers may wish to ask the following questions and, once agreement has been reached, follow up with a written confirmation:

- What is the visitor's position on drug education? Does she/he believe in an approach which the school would support? What are the values of the agency she/he works for?
- Are the values of the visitor in line with the policy of the school? If not, how will the teacher ensure that the pupils are given the opportunity to learn about alternatives?
- How does the teacher ensure that the visitor will be sensitive to, and take account of, the gender and ethnic mix of pupils?
- What is the visitor expected to do? Offer a talk? Be part of a discussion session with pupils? Address an assembly? Act as an adviser to pupils?
- What does the visitor need to be told?
- What will the teacher's contribution to the session be? Is it clear to the visitor?
- How will the session be evaluated?
- Does the headteacher or LEA need to be consulted?
- How many pupils will be involved? Has the visitor the skills to communicate with the age group or worked with age group before?
- What will be done if anything goes wrong?

## **Advice giving and parental consent**

Visitors can be put in an extremely difficult position if a young person seeks advice about a controversial subject. The Department of Health stresses that those offering services to young people should 'limit their advice and discussions to matters which can be justified as health education and promotion'. Advice which could be considered as active encouragement to drug use may render them vulnerable to challenge in court.

The Headteacher will seek parental consent where she feels necessary if controversial issues are to be discussed.

## **Confidentiality**

While staff will be supportive, it is clear that all staff work within child protection guidelines and make a clear statement that they may not be able to guarantee a child absolute confidentiality. Confidences may be shared among the staff of the school if that is seen to be beneficial for the young person's well being and/or the teacher's ability to deal with the issue. Children's Act 1989

# **Safeguarding**

## **All visitors must report to the office upon arrival and sign in.**

*"All adults working in education have a duty to safeguard and promote the welfare of children".  
"Schools have a duty to ensure that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of the children who are its pupils".*  
Education Act 2002 Section 175

The school has a safeguarding policy, which is available on request. All teaching staff and others with access to children under the age of 18 are usually subject to police and other checks by their employers to ensure that they are suitable to carry out such work. Our school will ensure that visitors are adequately vetted in line with current regulations. The protection and safety of our children is paramount.

**Teaching staff must be present to supervise at all times when a visitor is present.** The visitor must **NOT** be left alone or in charge of an individual, group or class of children unless they have been police checked.

## **Adults other than teachers (AOTTs) in school**

Wolverham Primary and Nursery School is committed to encouraging all pupils to be actively involved in physical education and sports and is keen to develop partnerships with organisations to enhance opportunities for our pupils.

### **Definition of AOTT:**

Trainees in initial teacher training  
Sports Development Officers  
Paid coaches and instructors  
Volunteers e.g. parents, helpers, sports coaches  
Teaching Assistants  
Technical and Administrative staff  
Professional Sportsmen and women

These AOTTs may be either paid or volunteers. The school will be responsible for checking the suitability of the AOTTs to ensure they are appropriately qualified to work with young **people and are competent in the activity they will deliver.**

**Role of school in recruitment of paid coaches:**

The school must affirm that they have:

A current national Governing Body qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently usually level 2)

Undertaken appropriate Child Protection training

Current public liability insurance cover for a minimum of £5 million

Enhanced CRB clearance

Appropriate experience of working with young people

Two character references (one of which should be from a local sports association or governing body) Where school is contracting an agency for services the school will set out a clear and detailed contract for these services and ensure that the agency's liability insurance cover is satisfactory. The agency will be required in this contract to find a replacement coach if the agreed standards are not met.

**Role of the school in recruitment of volunteers:**

Volunteers will normally work directly alongside a member of the school staff. If a volunteer is working at some distance from a teacher the school will have ensured they have sufficient expertise and will have undertaken a risk assessment to establish the volunteers relationship with pupils, knowledge of pupils, pupil management, expertise in the activity and observational analysis skills. The school will meet with the AOTT prior to the delivery of the programme to discuss these issues and to be satisfied that the AOTT is competent to carry out the agreed work. This will be confirmed in writing outlining the main purpose of the programme and setting out the roles and responsibilities of the AOTT.

**Role of the School-Induction, Planning and Delivery:**

All AOTTs should have an induction meeting and a designated teacher will be appointed who retains overall responsibility for the work of the AOTT. The school retains responsibility for health and safety of pupils.

The school will ensure that:

The work of the AOTT follows school programmes for curriculum and extra curricular activities.

Sessions are pre planned with clear learning objectives.

The activities and equipment are suitable for the age, ability and size of the group.

The activities are suitably differentiated and inclusive for the group.

There is a formal record of sessions to aid future planning.

Curriculum activities:

The programme of study for the physical education national curriculum is fulfilled.

Appropriate assessment of pupils' progress is made in discussion with the AOTT.

Appropriate reporting of pupils' progress and attainment is made in discussion with the AOTT.

The school will ensure that the AOTT is aware of relevant LEA and school procedures and policies. In particular:

Health and safety

First aid, accident and emergency procedures

Behaviour management procedures

Child protection procedures/Safeguarding

The school will ensure that:

The roles and responsibilities of AOTT and teachers are clearly defined.

There is an agreed period of and level of supervision which will be determined by competency.

Remuneration and method of payment is agreed (where applicable).

That if the AOTT is using their vehicle to transport pupils all matters relating to insurance, taxation and road-worthiness of the vehicles has been assured.

The parents of the pupils. involved in these journeys must have given written consent prior to the journey.

The equipment and facilities are safe and in good repair.

The facility and equipment requirements regulations are confirmed.

A review is scheduled to evaluate the success of the programme and the performance of the AOTT.

The AOTT is informed of any relevant information about the young people involved in the activities (medical, emotional).

For agency contracts the quality of provision is in line with the standards agreed in the contract.

**Role of the school and Governing Body – Monitoring and Evaluation**

The school will regularly and systematically monitor and evaluate the quality of the provision and regular updates will be presented during Governors meetings and within the Headteachers termly reports.

**Policy updated: 23/04/2015**

**Policy for review: Spring 2018**