



# POLICY FOR THE USE OF VISITORS AND OUTSIDE AGENCIES

Revised: Autumn 2021  
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## DEFINITIONS

The following terms shall have the following meanings for the purposes of this document: -

**the School** means Clifton All Saints Academy  
**DBS** means Disclosure and Barring Service

**Visitors should not be left alone to work with pupils. The teacher needs to be part of the experience so s/he can provide appropriate follow up work.**

Education is a shared responsibility: what is learned at school can and should be supported by experiences at home and in the community. It is therefore sometimes appropriate to involve visitors from outside agencies - not to undertake the above but to support it.

Before involving visitors in any aspect of the curriculum, the School should ask the following questions:

1. Does the visitor share the School's values and approach to education? Will the contribution be consistent with the School's own theory and practice and will the information be impartial?
2. Why is an outside agency's input being sought and is that particular visitor the most appropriate source of that input?
3. Is the contribution from the visitor an integrated element of the curriculum, with appropriate planning, preparatory and follow up work?
4. Has time been set aside to negotiate the following:
  - lesson outcomes
  - lesson content
  - place of lesson in scheme of work
  - teaching methods to be used
  - the roles and responsibilities of visitor/s, teacher/s and pupils
  - evaluation – how the work of the visitor contributes to the outcomes identified in the scheme of work
  - resource requirements
  - name of contact member of staff
  - timing and other practicalities e.g. numbers, ages, location
5. Does the visitor understand the emotional and intellectual levels of the children or young people involved and can s/he communicate at the appropriate level?
6. Is the School aware of the legal implications of having and using visitors in school, in respect of child protection and the Children Act 1989?
7. Has the visitor got enhanced DBS clearance and have the School had sight of their DBS certificate?

Before agreeing to take part, a visitor should be informed about:

- the aims of the session
- why you want this agency's involvement
- what the pupils have already experienced
- how this input fits in with the scheme of work?
- what the pupil's experience will be in the future
- how the session will be followed up?
- the group to be taught - numbers, ages, time, premises, resources