**MARSHBROOK FIRST SCHOOL AND MARSHMALLOWS
USE OF VISITORS AND OUTSIDE AGENCIES
September 2014**

Aims:
- This school recognises that the use of external agencies (eg. Learning Support Team, Charity workers, Theatre groups, Local Community Speakers 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, including supply teachers shall report to the school reception when arriving or leaving the school premises.
- All visitors are required to register with the school reception to obtain authorisation.
- Visitors shall be requested to wear a dated visitor badge when on the premises in addition to any personal identification badge.
- All visitors need to sign in and out at the school reception.
- Visitors will have access to information about the school's child protection and safeguarding procedures.
- All visitors must switch off their mobile phones when walking around the school.

Exceptions to visitor requirements
- Parents or visitors who have been invited to visit the school as part of a scheduled open event, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during out of school hours are exempt from "General requirements for visitors".

Planning for a visitor
- All staff will inform the Headteacher before confirming the visit.
- The responsible member of staff will ensure that the name(s) of the visitor(s) and the reason for their visit is in the whole school diary.
- Prior to the visit, office staff, parents, pupils will be informed as necessary about the visit.

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
- where possible, 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 in delivering information to pupils
- 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.

Use of Visitors and Outside Agencies

- 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 Disclosure and Barring service (DBS) checks.
- Given that most external contributors will come to the school infrequently and will not be left in sole charge of pupils, DBS checks will not normally be required. An external contributor who has not had 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, the teacher should be 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.
- For safeguarding it is the responsibility of all staff to question a visitor if they are on the premises without a badge.

This policy will be reviewed every 3 years or earlier if necessary.