Policy and Procedure

Outside Visitors & Agencies Policy

Reviewed and approved by:

Trust Board

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Induction

At Blessed Christopher Wharton Catholic Academy Trust, we welcome visitors and volunteers from the local community and beyond and are making use of outside visitors to support our teaching programmes. This policy has been written to promote good practice and support in school. Without doubt visitors to schools can have a significant positive impact on any school's PSHCE programme. Social, mental, emotional and spiritual development is a shared responsibility between schools, home and the wider community. It is sometimes appropriate to involve visitors as a resource in supporting delivery of lessons (e.g. school nurses, police officers, road safety) or sharing personal experiences (e.g. parents or community members discussing their life experience).

However, they should not be expected to undertake the whole programme.

Outside visitors may also be used as consultants for school staff and/or may offer support in working with the Trust, academy council, parents and the community.

The benefits of visitors in a school

- Bringing a new perspective, specialist knowledge and/or experience and resources to enhance pupils learning.
- Offering support to school staff and pupils where subjects may require specific expertise and sensitivity.
- Providing a link for pupils and staff with community and local services, making them more accessible.

Please be aware that whilst some visitors are likely to be available on an ongoing basis to support schools, other visitors may only come into school in the short term. For those supporting the school on a short-term basis there will be an expectation that this session is observed by the appropriate member of staff with a view to that member of staff delivering the session in the future with the offer of support for the teacher when they deliver the session.

DBS checks and regulated activity

As the Trust schools are 'specified places', an activity is a regulated activity if it is carried out frequently (once a week or more, or on 4 or more days in a 30-day period) and gives the person the opportunity in their work to have contact with pupils subject to the following new exceptions:

- Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of pupils)
- Volunteering, under day-to-day supervision of another person engaging in regulated activity

Key points to note in respect of supervision are as follows:

- It must be undertaken by a person who is in regulated activity
- It must be regular and day to day
- It must be 'reasonable' in all the circumstances to ensure the protection of pupils

Any visitor to a Trust school who has unsupervised access to children or who works in the school on a regular basis will be subject to enhanced and barred list Disclosure and Barring Service (DBS) check.

Any visitor who has not had an enhanced and barred list DBS check, will be supervised at all times and not be left in sole charge of a pupil or pupils.

In all instances, whether or not the visitor 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.

In accordance with Keeping Children Safe in Education 2024, we require all agencies to provide written notification that they have carried out the safer recruitment checks on an individual who will be working at any of our schools, that the schools would otherwise perform. Details of the written notification will be recorded on the Single Central Record.

Any visitor/outside agency staff will be required to provide proof of identity on arrival at school, to confirm they are the same person for whom checks have been made.

Safeguarding

If any visitor sees or hears anything that concerns them about the safety of our pupils whilst in a Trust school, they must report their concerns immediately to the school's Designated Safeguarding Lead (DSL). Names of the DSL's are posted throughout the school, detailed in the Safeguarding and Child Protection Policy or can be obtained from the school office.

Expectations

School Staff

- Consider whether there are any fees involved in using a visitor.
- Be clear why you are using a visitor, where it fits into a coordinated programme of work, what work will have been done before the visitor's session and how the session will be followed up.
- Consider if the visitor you are using is the most appropriate source of support. Are they aware of the school's ethos and values? Have the pupils been involved in planning the session or identifying the visitor who is most appropriate?

- Be familiar with current Government Recommendations, Guidance and Legislation particularly for Relationship and Sex, Education (RSE), Prevent and Drugs Education.
- Check whether there is a whole school system for booking outside visitors. Use the attached Visit Proforma to ensure clear communication between all parties in and out of school.
- Arrange a meeting with the visitor as early as possible in the school year to plan and prepare appropriately, including roles and responsibilities during the session and any follow up work. Staff should complete the Visit Proforma with the visitor, confirming dates, times, planning and contact details for both school and organisation. This information should be in the school calendar/diary.
- Ensure that the visitor is aware of the "audience" they will be delivering the session to and their intellectual and emotional needs, i.e. the material the visitor plans to use must be appropriate for the needs of all pupils and share any sensitive issues that may apply to individual or specific groups of pupils (e.g. bereavement, medical conditions, previous life experience).
- Share with the visitor the relevant school's policies and guidelines e.g. safeguarding and child protection, confidentiality, behaviour, anti-bullying, Prevent, PSHCE, RSE and Drugs Education. Visitors must always work within the policies of the school and on the instructions of the executive headteacher or head of school.
- Ensure the visitor signs in and understands they must wear their visitors' badge at all times.
- In order to create a safe classroom environment and respond to unexpected comments or questions visitors should always be made aware of established class ground rules.
- Ensure the administrative staff are aware the visitor is coming, and someone is there to meet them and show them where to go. (This should be planned in advance so that in case of absence the visitor is not unexpected. Visitors must be informed of any last-minute changes to the planned session).
- How will the visitors input to a session be evaluated and fed back to the visitor? Staff and visitors should both contribute to the evaluation on the Visit Proforma attached.
- The teacher needs to be part of the session in order that they can provide follow up work, appropriate support to pupils and monitor behaviour if necessary.

Visitors

- Ensure that you are clear about the aims and objectives of the session and where your contribution fits into a coordinated programme of work. Do you know why you have been asked to do this session?
- Be familiar with current Government Recommendations, Guidance and Legislation particularly for Relationship and Sex, Education (RSE), Prevent and Drugs Education
- Be familiar with the school's ethos and values. Have the pupils been involved in planning the session or identifying the visitor who is most appropriate?
- It is necessary to be involved in the planning process for the session (including discussion of sensitive and controversial issues), as well as any preparatory and follow up work school staff will undertake. What has been done already and what will they experience in the future, how will the session be followed up? Have you also discussed roles and responsibilities to be undertaken during the session?
- With the member of staff complete the Visit Proforma, confirming dates, times, planning and contact details for both school and organisation.
- Consider the "audience" you will be delivering the session to, e.g. intellectual and emotional needs, ages, gender, size of group, what resources will be available/do you need, timing of session, accommodation (room size and type), and any specific needs of individuals or groups within the audience.

- Visitors should not be expected to work alone with pupils in a classroom situation, the teacher needs to be part of the experience and lesson, so they can provide follow up work, provide appropriate support to pupils and monitor behaviour if necessary.
- Visitors are expected to work within the relevant school's policies and on the instructions of the executive headteacher, especially in areas of child protection, PSHCE, confidentiality, behaviour, anti- bullying, Prevent, RSE and Drugs Education.
- In order to create a safe classroom environment and respond to unexpected comments or questions visitors should work within established class ground rules
- Jointly contribute with the teacher to the evaluation on the Visit Proforma attached. You may also have your own evaluation.
- Ensure you are familiar with the school geographically, e.g. where to park, and accessing the main entrance.
- Visitors must report to reception, sign in and wear the visitors badge issued at all times. Anyone not wearing an appropriate ID will be challenged and escorted back to reception.
- Visitors will be escorted to the point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will be responsible for them whilst they are on site.
- Visitors must switch off their mobile phones when walking around the school.
- Visitors are required to sign out.
- Visitors must not reveal any personal or confidential information they may learn about the school, pupils or staff during the course of their visit, to any third party.
- Parish priests visiting schools in their parish, or their Assistant Priests, should always wear identification badges, check in at Reception and request permission from the Headteacher or the senior member of staff on site for permission to visit a particular part of the school. As with all visitors they should be accompanied whilst on site.

Visit Proforma

The Visit Proforma acts as an agreement between the school and the visitor and both parties should have a copy. It is also good practice to have a copy of the Proforma in the office for the administrative staff. This should be completed during the planning session before the visit and signed by both parties.

VISIT PROFORMA

SCHOOL NAME:	**ORGANISATION NAME:**
Contact Name:	**Contact Name:**
Job Title:	**Job Title:**
Address:	**Address:**
Contact Number:	**Contact Number:**
Email Address:	**Email Address:**
Cost of Session:	**Expenses Required:**

TIMES AND DAYS OF SESSIONS – Including planning sessions
SESSION OVERVIEW
GROUPS INVOLVED KEY STAGE GROUP: AGE: YEAR GROUP GROUP: 1:1 Small Group Class Year Group Whole School Single Sex

STAFFING REQUIREMENTS School staff Organisation staff
EQUIPMENT/RESOURCES Visitor School
EVALUATION REQUIREMENTS
OTHER INFORMATION AND COMMENTS

COMPLETED BY (please sign and date)

School Personnel: Date:

Organisation Personnel : Date:

Visiting Speakers Agreement

to be signed by all visiting speakers

Blessed Christopher Wharton Catholic Academy Trust understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to safeguard our pupils, we expect all visiting speakers to any of the Trust schools to read and adhere to the statements below.

- The presentation must be appropriate to the age and maturity level of the pupil audience.
- The content of the speech/presentation must support Catholic and British Values, BCWCAT Values and contribute to preparing pupils for life in modern Britain.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Compliance with trust policies on equal opportunities, prevent and safeguarding policies

Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication

Visitors will also be accompanied by a member of staff at all times

Signed (visitor): Print name: Date:	Signed (staff member): Print name: Date:

DOCUMENT CONTROL	
Policy Document	Outside Visitors and Agencies Policy
Lead Member of Staff:	Safeguarding Lead
Authorised by:	BCWCAT Trust Board
Date:	8 May 2025
Review Date:	8 May 2027