

# STONY DEAN SCHOOL

## *'Working to Inspire'*

### **GUIDELINES FOR THE USE OF OUTSIDE AGENCIES IN THE CLASSROOM**

For many aspects of the curriculum it is sometimes appropriate and beneficial to involve visitors from outside agencies.

If visitors are used to deliver any aspect of the curriculum it is important that their contribution has been well planned and is part of an overall programme. Visitors should not be used as isolated 'one off' inputs or as a replacement for a planned programme delivered by teachers.

#### **Before involving visitors we should consider:**

- Why is the visitor input being sought and is that particular visitor the most appropriate source of that input?
- Is the visitor's contribution an integrated part of the curriculum?
- What planning, preparatory and follow-up work needs to take place?
- What experience does the visitor have of working with young people?
- Does the visitor understand the emotional and intellectual levels of the young people and can he/she communicate at the appropriate level?
- What teaching and learning strategies is the visitor planning to use?
- Are resources being used appropriate for young people?

If visitors work with young people then it is essential that the teacher is part of the experience so that appropriate follow up work can be provided. It also acts as a safeguard should a parent or child make a complaint regarding the visitor.

Staff must be aware of the level implications of having and using visitors in school, with respect to **Child Protection** and The Children Act 1989. It must be recognised that visitors who have not shown evidence of a current CRB check must never be allowed to work alone or be unsupervised by school staff at any time when they are on the school site.

A risk assessment should be completed whenever an outside speaker/visitor is being invited into the school.

#### **Before agreeing to take part, the teacher or a member of the Leadership Team should meet with the visitor to discuss the following:**

- What are the aims of the session?
- How does the external visitor fit into the overall programme?
- Information about the group to be taught – numbers, ages, time available, where it will take place, resources.
- Why is the agency/visitor involvement relevant?
- What will be the preparation and follow up work?
- How can we evaluate the session with the young people?
- The school policies on safeguarding, confidentiality and equalities.

Classroom management is the responsibility of school staff.

The use of visitors is one from a variety of teaching strategies that can be used to engage pupils. Inviting a visitor into school is not an abdication of a school's responsibility, but can inspire and motivate learning. This should serve to complement other teaching that is carried out in our school.