



Finchale Primary School

Visitors into School Policy

We are committed to making use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel welcome in school and our pupils will be encouraged to be actively involved in the planning and preparation for the visit and also to reflect on the visit and the process after its completion. Prior to the visit visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given a summary of the education the pupils have already received in the given topic and what the future learning goals are. The visitor will also be given the relevant information on the number of children involved, their ages, the time allocation and any resources they will have available. The school will ensure any visitor is adequately vetted in line with current regulations. The protection and safety of the children will always be paramount. The teacher should ensure that the visitor is fully utilised and will ensure the visitor understands the needs of the pupils, and the curriculum to be covered. The teacher will provide the visitor with a copy of this policy "Visitors into Schools" as well as the relevant Safeguarding Policies. The teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. If the visitor refuses to have a teacher present then the visit will not be allowed to go ahead.

Policy for Specialist Professionals in School

As an inclusive school which supports the social, emotional and learning needs of pupils in school we call on the skills and expertise of a range of fully qualified specialist professionals. These specialist professionals have full DBS clearance and have attended appropriate safeguarding training. Many are employed by the NHS and follow their Code of Conduct. Due to the nature of their work, they will usually work with a pupil or pupils alone and then report back to school, often verbally, before leaving, through a detailed report or both. They may also arrange a time to feed back to parents/carers, usually in school.

The school is responsible for

- checking the identity of specialist professionals
- ensuring they sign in and out of the building
- for providing a room or area where they can work
- and for accompanying them to this room/area if they are unfamiliar with the building.

Policy for the involvement of Adults other than Teachers (AOTTs) in school

Finchale Primary School is committed to encouraging all pupils to be actively involved in physical education and formal sport and is keen to develop partnerships with various sporting organisations to enhance the opportunities for its pupils. 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. All AOTTs will work under the supervision of a designated teacher and will be aware of the school's safeguarding policies and procedures.

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 at an appropriate level
- Enhanced DBS clearance.
- Appropriate experience of working with young people.
- Two character references (one of which should be from a local sports association or governing body).
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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 volunteer's relationship with pupils, knowledge of pupils, pupil management, knowledge of the school's safeguarding procedures, expertise in the activity and observational 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 programme, 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 AOTT has full knowledge and understanding of the school's safeguarding policies and procedures
- 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.

The role of the AOTT

The AOTT should:

- Have an appropriate coaching qualification.
- Have current public liability insurance, to the appropriate level.
- Be aware of and follow LEA and school policies.
- Understand the principle of higher duty of care.
- Work within the sports coach UK Code of Ethics and Conduct for Sports Coaches.
- Visit the school prior to delivery and meet the designated teacher and agree the programme.
- Ensure the sessions are pre-planned with clear learning objectives.
- Ensure the activities are suitable for the age, ability and size of the group.
- Ensure the activities are suitably differentiated and inclusive for the group.
- Inform the school of any incidents that occur.
- Complete school documentation when required e.g. registers, accident report forms.

The AOTT should maintain a portfolio that includes:

- Coaching certificates for National Governing Bodies.
- Child protection accreditation.
- Education Awareness certificate.
- A valid certificate of insurance.
- Enhanced CRB clearance.
- A record of coaching young people.
- Letters of reference.
- NGB Licence or registration documentation.

The school will be able to seek advice and guidance on the use of AOTTs from Durham County Council.

Complaints - Disciplinary Procedures:

The employer is responsible for disciplinary issues. Disciplinary issues for volunteers will be the responsibility of the school.