

Woodthorpe J.I. School

Invited Visitors Policy

Woodthorpe J.I. School is keen to recognise the educational benefits that outside visitors can have in complementing the taught curriculum.

The school will welcome educational input from a number of sources be they public or private as long as the messages being delivered are in keeping with the school aims, values and ethos. The school will expect any organisation or individual to make their objectives clear and expect any content to be in line with the relevant school policies, National Curriculum guidance and be based upon sound educational principles.

Staff must complete the Educational visits and visitors booking checklist before confirming the booking and raise any concerns with the Educational Visits Co-ordinator.

Visitors must bring a copy of their Disclosure and Barring Service check or on-line access details for the check to school. The school will verify the contents of the check before a visitor is allowed to work with children.

Any organisation that wishes to be involved with the school accepts that it is governed by the school's policies and professional code of conduct.

The school will make a commitment to any visitor that they will not be left in charge of a class or large group without a member of staff present and that the member of staff is solely responsible for the discipline and behaviour of the pupils.

If one or both parties feel that the arrangements are not appropriate then either party reserves the right to cancel or postpone the visit.

The school will look to assess the impact of the visit upon the pupils and seek to share this information with the person(s) involved in the visit.

Related policy: Charging policy

Signed:

Dated: 22 September 2016

Review: September 2019