

FAIRFIELD ENDOWED CE (C) JUNIOR SCHOOL

EXTERNAL CONTRIBUTORS POLICY

Why do we need an External Contributors policy?

This school recognises that use of external agencies (eg. Theatre groups, health education visitors etc) can enrich and support the curriculum and school ethos. 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.

What is the policy?

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
- ✓ the external contribution is integrated into the school's Learning Journey or linked to delivering aims in the School Improvement plan, rather than being an isolated event
- ✓ the external contributors are competent educators and facilitators
- ✓ 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 – staff who organise the event/activity will ensure they are aware of relevant policies, including health and safety, safeguarding and risk assessments.
- ✓ the school is fully aware of the external agency's aims and objectives for delivering to the school
- ✓ 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.
- ✓ if the activity involves an activity which would not be covered by the school's usual risk assessments these are carried by the provider in agreement with school staff, prior to the activity taking place
- ✓ *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 Criminal Records Bureau (CRB) checks. Given that most external contributors will come to the school infrequently and will not be left in sole charge of pupils, CRB checks will not normally be required. An external contributor who has not had a CRB check should **not** be left in sole charge of a pupil or pupils. In all instances, whether or not the external contributor is CRB-checked, it is strongly recommended that a teacher is 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.*

DfES Drugs Guidance 2004

Responsibilities

Teachers are responsible for making appropriate arrangements with visitors who are coming into school to support specific curriculum activities, for example a ‘Pirate’ workshop in Year 3, School Nurse in Year 5 etc. These events are recorded in our Learning Journey at the start of the year and may be amended termly.

Subject leaders/staff with specific responsibilities, are responsible for organising whole school events and activities, such as curriculum day etc. For example the Art leader organising an Art Day with visiting artists; or the PE Leader arranging a gymnastics coach with all year groups over a term for a series of lessons. It is the responsibility of the PE leader, in this instance to discuss the programme and health and safety arrangements with the coach, in conjunction with the teachers.

Regular Providers

Where regular external contributors are used to provide longer term programmes, such as Peak Active Sports or the Derbyshire Music Partnership, relevant service level agreements are agreed and reviewed regularly. Plans for programmes and assessments are carried out in conjunction with key school staff. These providers will be involved in our cycle of monitoring and evaluation.

Monitoring & Review

This policy and its implementation will be regularly evaluated by the governing body.

Policy Development

This policy document was produced in consultation with parents and Governors.

This document is freely available to the entire school community, via the school website.

It will be reviewed on a bi-annual basis.

Approved by governors on: _____ Minute number: _____

Signed: _____