



## Whale Hill Primary School

### Guidance for Visitors Preparing to Support Learning in Schools

At Whale Hill Primary School we recognise the valuable contributions made by all of the parents, carers, visitors and support staff who give up their time to help enhance our children's learning opportunities.

By working closely together, staff and visitors can ensure that a strong partnership is formed, which will enrich the education of all of our children.

**In preparation for your visit, the class teacher should discuss with you:**

- Your role and that of the teacher
- The age and nature of the group/class
- Any relevant issues relating to special educational needs
- Child Protection and confidentiality issues (Please see information below)
- Core Values followed in the classroom, e.g. hands up when answering questions, not calling out, only one person talking at once
- What you and the teacher want the pupils to experience, think about and learn
- What activities, resources and materials you will use
- How your input fits into the scheme of work or lesson plan

**During your visit you should:**

- Introduce yourself (using your surname and avoiding Christian names) and discuss with the children what you plan to do with them
- Reiterate and clarify the Core Values from the start
- Engage with the pupils and use inclusive language, e.g. 'I'm looking forward to working with you and we are now going to ...'
- Give praise where appropriate, and be courteous
- Use pupils' names wherever possible
- Expect the young people to follow your instructions - the class teacher will be there to help
- Look out for and praise positive behaviour 'Well done for listening so carefully to the instructions, now we are going to ...'
- Ensure that you ask questions in a way that gives pupils the confidence to answer
- Make it clear when you do not like certain types of behaviour, e.g. calling out - start off with a low-key response such as a disapproving facial

expression and if that is ignored assert control and calmly describe why the negative behaviour is unacceptable

- Speak to the classroom teacher about any incidents of unacceptable behaviour - all staff are very supportive and will help to resolve any problems

### **School Policies**

All external visitors to the classroom should work within school policies relating to handling sensitive issues and confidentiality, health and safety, behaviour and any specific policies relating to the subject content. It is the school's responsibility to ensure that external visitors are briefed about the relevant school policies and procedures. Please discuss this with the class teacher. Please ask to see copies of the following policies: -

- Health and Safety
- Behaviour
- Child Protection
- Code of conduct

### **Behaviour**

The teacher present will remain responsible for pupil behaviour during the visit.

### **Confidentiality**

**All information relating to children in school, their behaviour, progress etc. is confidential and should never be discussed with anyone outside of school. To do so would be a serious breach of confidentiality. Any questions or queries you may receive out of school should be referred to the Head Teachers or the class teacher.** It is not appropriate to encourage pupils to reveal any personal information that may incriminate themselves or others or that they wish to remain confidential. The aims and boundaries of the activities need to be clarified with all concerned, including the pupils, from the start. External visitors will be briefed in advance on the school's policy on dealing with sensitive and controversial issues, including disclosure.

### **Child Protection**

The proper protection and safety of pupils is paramount in arrangements for external visitors. It is vital visitors are aware of the school and local authority policies and procedures on child protection. The classroom teacher will always be present when visitors are in the classroom, as they remain responsible for child protection, as well as health and safety.

**Please sign the declaration below, which will be kept by school:**

**Declaration**

I confirm that I have read and understood the guidance for visitors preparing to support learning in school and will abide by it during my time in school.

Name of visitor (Please print).....

Signature of visitor.....

DBS checked and recorded in school (Date).....

Signed..... (on behalf of school)