



# Visitors Policy

Approved by Governors on 24 May 2016

Review Committee: Resources

Review: On change



### **Mission Statement**

*“Love one another as I have loved you” (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual. We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

## Rationale

Visitors are an integral part of the life of the school. They add an extra dimension to what we can offer and provide students with the opportunity to communicate with adults other than teachers.

## Visitors can

- Bring new perspectives to a topic
- Offer specialist knowledge/expertise/resources
- Provide active links with community and local services
- Add variety to the curriculum
- Add value to existing programmes or be used to initiate new areas of learning

## Practice

- The teacher should discuss the content and method of delivery with the visitor prior to the visit, ensuring that materials are suitable for the planned programme of work.
- Roles should be clarified. For instance team teaching, a teacher introduction, a teacher summary at end.
- The teacher should establish what equipment resources are needed and if prior work needs to be undertaken.
- The visitor should be made aware of the age and ability level of the students and the teacher should ensure that materials provided are accessible to all whatever their level of understanding. This could mean that follow up work has to be carefully differentiated.
- Whenever possible, students should take responsibility for all or part of the visit. This could involve organising it entirely or just meeting the visitors, making introductions, giving a vote of thanks, or writing a thank you note afterwards. Such participation should be recorded in the student's progress folder.
- Visitors should be made aware of our ethos and any relevant policies such as Health and Safety and Confidentiality. They also need to be aware of fire regulations and, of course, they must sign in and wear a visitor badge.
- Visitors should not be left alone with classes. Teachers will remain responsible for student behaviour, health and safety and child protection. Some visitors will have been police checked, others will not. In addition, the teacher will be following up the visit and cannot do so effectively if he or she has not been present during the lesson.
- After the visit, teacher, students and visitors should be given the time to evaluate, reflect and review activities.
- Please remember to write up an account for the Newsletter.