

Duddon Saint Peter's School



Use of Visitors Policy

- The experiences, skills and expertise offered by external agencies and outside speakers, should complement and enhance the skills of the teacher and the school's programme of work.
- It is essential that the use of an outside visitor should not be seen as a 'one off' event but should be followed up in an appropriate manner as part of a planned programme of work.
- It is important that there is an evaluation by the pupils, teacher and visitor, to ensure that the identified needs have been met.

Visitors should be approved by the Head teacher and should comply with the policy for safeguarding children.

- The pupils, teacher and visitor should have a shared perception of the nature and purpose of the visit. In particular the visitor should be aware of their role and responsibilities and feel comfortable in providing an input.
- It is very important to be aware of both the 'form' and the 'content' of any information being considered by children, to avoid inconsistent messages.
- The visitor should reinforce the aims and content of the relevant programme of work.

Health professionals are bound by their professional codes of conduct to maintain confidentiality when offering one-to-one counselling, information or advice to an individual child. When the health professional is working with the whole school, in a class or group situation, they should follow the school's confidentiality guidelines. Health professionals, with the teacher's support, should establish with the children a set of ground rules before the content of a lesson is delivered.

For example:

- The teacher/visitor and pupils have a right to privacy and respect and should not reveal any personal information that they wish to remain confidential.
- Children need to be clear about not putting pressure on one another to ask and answer questions about their personal experiences.
- If a question is felt to be too explicit, acknowledge it and discuss with the child later.

- If the answer to an appropriate question is not known - say so. The class and teacher/visitor can research the information together.
- Children seeking advice should be encouraged to talk to their parents or carers.
- However, if the child needs further support, refer them to the school nurse, the relevant health service professional, an outside agency/service or a help-line.

Date: *March 2017*

Date of review *Spring 2018*