



#### GROWING - BELIEVING - SUCCEEDING

"We will all achieve our very best by loving learning, showing resilience and by developing Christian values within our community".

## **EXTERNAL CONTRIBUTORS**

### Why do we need an External Contributors policy?

This school recognises that use of external agencies can enrich and support the curriculum and school ethos. Children and young people often find visitors an informative and interesting element of their learning. 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?

All staff will complete the attached forms and submit them to the appropriate member of the Senior Management Team prior to the visit.

#### Attached forms

- 1. Checklist for schools using outside agencies.
- 2. Checklist for agencies visiting schools
- 3. Service Level Agreement/Contract

### When involving external contributors, staff will ensure that:

- They are clear about the objectives before deciding who is best able to help achieve them.
- The external contribution is integrated into the school's programme and is supported by staff to enrich and support the lesson.
- Where possible, pupils are involved in 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.
- The school is fully aware of the external agencies aims and objectives for delivering to the school.
- They are aware of good practice of national and local approaches and support to Personal, Social and Health Education (PSHE).
- 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.
- 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 Disclosure Barring Service (DBS) checks. Given that most external contributors will come to the school infrequently and will not be left in sole charge of pupils, DBS checks will not normally be required. An external contributor who has not had a DBS check should **not** be left in sole charge of a pupil or pupils. In all instances, whether or not the external contributor is DBS-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.

Policy approved......at a Full Governors Meeting

Date of meeting: 11 July 2024 Renewal Frequency: Annual

"I am able to do all things by the one who strengthens me" - Phillippians 3:14



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Checklist for schools using external contributors.	EXTERNAL CONTRIBUTO
External Contributors Name:	
As this is a comprehensive list there maybe questions that	t are inappropriate.
Criteria	Notes
Are you aware of the aims and objectives being delivered by the external contributor?	
Does the external contributor complement and not replace teacher led activities?	
Is the external contributor aware of the relevant school policies e.g. confidentiality?	
Are you aware of the external contributors' learning outcomes of the session?	
Is the methodology and content appropriate?	
Have group sizes been agreed?	
Are teaching resources provided? If so can you preview them and are they up to date and appropriate?	
Is there any thing the teacher should tell the external contributor regarding pupils' needs?	
If team teaching is being used has the session been	

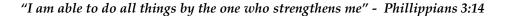
Policy approved......at a Full Governors Meeting

Is follow up work planned and does the learning need to

Have the pupils been appropriately prepared?

be extended into a further lesson?

appropriately planned?





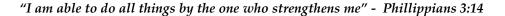
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# **EXTERNAL CONTRIBUTORS**

	EXTERNAL CONTRIBOTOR
Is pastoral support aware of the planned session?	
Have appropriate behaviour and expectations been discussed with the pupils regarding how to engage with the external contributor?	
Have you discussed how the visitor is expecting the pupils to engage with them?	
Has the school decided on how to evaluate the effectiveness of the support with staff, pupils and the visitor?	
Are there mechanisms for support in place for staff, pupils, and the visitor in the event of problems?	
Is there any technical equipment needed and is it working?	
Does the outside agency require a special room booking?	
Are all the staff and pupils aware of the arrangements?	
Have you ensured that at least one member of staff is present throughout the session and will they be ready to participate?	
Have you checked the visitors' DBS status if appropriate?	
Have you agreed fees, expenses or the cost of resources?	
Have you filled in a service level agreement?	

Policy approved......at a Full Governors Meeting





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## **EXTERNAL CONTRIBUTORS**

Checklist for visitors going into schools				
Criteria		Notes		
Be clear about what you a how long, as agreed with t	are delivering, to whom and the teacher and school.	or		
Reinforce or introduce gro	und rules for the session.			
Ensure the material is ag broader PSHE curriculum.	e appropriate and fits into t	ne		
Ensure a teacher is present part in the session	nt and prepared to actively ta	ке		
Ensure up to date materia	l, resources and data is used			
_	and evaluation from the you ormation should be shared a	-		
including those covering	alues and approaches to PSI confidentiality, disclosure a that your approach is consiste	nd		
Identify the school contact any follow up work.	and who would be the lead	or		
Ensure a teacher is availa	ble to offer support if required			
Ensure DBS is up to identification.	date if needed and ha	ve		
Service Level Agreement a	nd Checklist			
for the school		for the external contributor		
Completed by		Completed by		
Designation		Designation		

for the school	for the external contribu	<i>itor</i>
Completed by	Completed by	
Designation	Designation	
Date	Date	

Approved by	Date
Designationin s	school management
Policy approved	at a Full Governors Meeting

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# **EXTERNAL CONTRIBUTORS**

Service Level Agreement Contract
Sale & Davys Primary School and (Name of external contributor)
Number of sessions planned: (please include date/s and duration of session/s)
The aims and objectives of the session:
The session is for: (school year, parents/carers)
The role of the school: (preparatory and follow up sessions etc)
Technical equipment and room requirements (size of room, layout):
Breakdown of costs: (travel expenses, resources)
All issues raised by checklist agreed: (please tick relevant box)
Yes □ No □ Any other details:
Review of session
Name Signed
Designation Date

Policy approved......at a Full Governors Meeting