

Greatham Primary School

Engagement of External Visitors in School

Policy and Contract

Policy

Rationale

The final paragraph of our mission statement reads:

'In partnership with the whole school community we set high standards of learning and promote positive social behaviour and attitudes to prepare our children for life'

It is essential that parents and members of the wider community are welcomed into our school to assist or contribute to our children's learning under the management of the class teacher.

Aims

- To offer the children varied adult experience other than that which is regularly within school
- To utilise the varied talents of adults outside the teaching profession
- To promote the children's knowledge of citizenship
- To promote a good liaison and partnership with the parents and wider community
- To add depth and balance to the curriculum
- To raise awareness in the local community of the ethos, practice and work of the school
- To help volunteers grow in skills and esteem by gaining a sense of worth
- To allow volunteers to meet other adults in a similar situation
- To allow parents to be practically involved in school and in their children's learning

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Contract

I will at all times:

- Respect confidentiality and refer matters concerning individual children to either the class teacher, learning support assistant or the head teacher who is the child protection officer
- Be prepared to take on a variety of tasks which may or not involve children
- Abide by the school policies e.g. we are a non-smoking school
- Make sure that the mobile phone is switched off unless with prior agreement with the class teacher
- Use appropriate language within school
- Endeavour to inform the school if I am unable to come into school at the time agreed
- If I have agreed to regular routine visits, honour this commitment as far as possible

A list 99/Criminal Records check will be made for all those adults wishing to work in school with children.

A copy of the Volunteers in School policy will be attached to this contract for information to all prospective volunteers.

I have read the 'Engagement of External Visitors in School' policy and the contract. I agree to abide by the conditions mentioned in the contract.

Signature..... Date.....

Name (in block capitals please).....

Revised September 06