



Cranborne Middle School

Policy for the use of outside agencies and visitors in school

Our vision is to be acknowledged as a school that provides quality learning in a nurturing environment. At Cranborne Middle School, we aim to provide the highest standards of education in a happy caring environment. We are committed to making the use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel welcome in school.

- The pupils will be encouraged to be actively involved in the preparation for the visit and also to reflect on the visit after its completion.
- Prior to the visit, visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given a summary of the education the pupils have already received in the given topic and what the future learning goals are. The visitor will also be given the relevant information on the number of children involved, their ages, the time allocation and any resources they will have available.
- The school will ensure any visitor is adequately vetted in line with current regulations. The protection and safety of the children will always be paramount. The visitor should be provided with any relevant policies eg: Safeguarding Policy etc... The teacher will remain with the visitor and be part of the experience to allow follow up work to take place.

Policy for the use of Adults Other Than Teachers (AOTTs) in school

Definition of AOTT:

- Trainees in initial teacher training
- Sports Development Officers
- Paid Coaches and instructors
- Volunteers eg parents, helpers, sports coaches
- Teaching Assistants
- Technical and Administrative staff
- Healthcare Professionals
- School Maintenance Team
- Professional Sportsmen and women
- Wider support staff

AOTTs may be either paid or volunteers.

- The school will be responsible for checking the suitability of the AOTTs to ensure they are appropriately qualified to work with young people and/or are competent in the activity they will deliver.
- All AOTTs will work under the supervision of a designated person. Parents will be informed and approval of the governing body will be sought when AOTTs are being deployed.
- Cranborne Middle School is committed to encouraging all pupils to be actively involved in physical education and formal sport and is keen to develop partnerships with various sporting organisations to enhance the opportunities for its pupils.

Role of School in recruitment of paid coaches:

The school must affirm that they have:

- A current National qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently – usually level 2)

- Undertaken appropriate Child Protection training
- Current public liability insurance cover for a minimum of £5,000,000
- Enhanced DBS clearance
- Appropriate experience of working with young people

Where school is contracting an agency for services, the school will set out a clear and detailed contract for these services and ensure that the agency's insurance cover is satisfactory

Role of the school in recruitment of volunteers:

Volunteers will normally work alongside a member of the school staff. School will have ensured that they have sufficient expertise and have carried out a risk assessment to establish risks to pupils. School will meet with the AOTT prior to the visit to discuss these issues and be satisfied that the AOTT is competent to carry out the agreed work.

Role of the School- in Teacher Training

All AOTTs should have an induction programme and a designated teacher will be appointed who retains overall responsibility for the work of the AOTT. The school retains responsibility for health and safety of the pupils. The school will ensure that:

- The work of the AOTT follows school programmes for curriculum and extra-curricular activities.
- Sessions are pre planned with clear learning objectives.
- The activities are suitably differentiated and inclusive for the group.
- There is a formal record of sessions to aid future planning.
- Appropriate assessment of pupils' progress is made in discussion with the AOTT.
- There is an agreed period and level of supervision which will be determined by competency.
- The AOTT is informed of any relevant information about the young people involved in the activities (medical or emotional)

The school will ensure that the AOTT is aware of relevant LA and school procedures and policies. In particular:

- Health and safety
- First aid, accident and emergency procedures
- Child Protection procedures
- Dress code for both pupils and AOTT

Role of the School – Monitoring and Evaluation

The school will regularly and systematically monitor and evaluate the quality of the provision.

The role of the AOTT for Sports Coaches

The AOTT should:

- Work within the sports coach UK Code of Ethics and Conduct for Sport Coaches
- Ensure the sessions are pre planned with clear learning objectives
- Ensure the activities are suitable for the age, ability and size of the group.
- Inform the school of any incidents that occur.
- Complete school documentation when required e.g. registers, accident report forms.

The school will be able to seek advice and guidance from Dorset Council on the use of AOTTs.