

**Windmill L.E.A.D. Academy Visitor Form for working with children**

**School Visitor Agreement Form**

**Safeguarding is everybody’s responsibility. If, during your visit, you have any concerns, please speak to the class teacher or go to the school office and ask for one of our Designated Safeguarding Leads:**

**Katy Aggus James Colvin Teresa Shrestha**

The School will:

* provide appropriate space and resources from the agreed start time until the end of the session;
* keep to the agreed age range and not exceed the agreed group size without prior consultation;
* provide a member of staff to be involved as agreed throughout the session/s;
* retain overall responsibility for pupil safety, well-being and behaviour (intervening in particular circumstances as discussed, or at visitor’s request);
* take responsibility for enquiring about the appropriate level of DBS disclosures and follow up as necessary;
* ensure that all relevant members of staff are notified of the visit and provided with detailed information where necessary, in accordance with the GDPR;
* provide relevant school/Trust policies and procedure documentation as required (eg. Child Protection Policy, Health and Safety Policy);
* undertake agreed preparation, follow up and evaluation;
* incorporate the visitor’s contribution within the school’s curriculum/programme of work.

The visitor will:

* best respectful when walking around our school;
* NOT take any photographs of children on a camera or mobile device;
* supply any resources and materials agreed in advance;
* work to the agreed objectives for the session/s, keeping to the overall plan;
* manage pupils’ general safety, well-being and behaviour during the session/s in keeping with their organisations’ and the school’s ethos and specified policies and procedures (unless staff intervention is necessary in particular circumstances, as discussed or requested);
* work with due regard to relevant school/Trust policies and procedures (eg. Child Protection Policy, Health and Safety Policy);
* ensure that they and others from their organisation who will be working with pupils have undergone a satisfactory DBS disclosure;
* provide relevant policy and procedure documentation as required (eg. Child Protection Policy, Health and Safety Policy);
* undertake agreed preparation, follow up and evaluation;
* advise the school and obtain permission for any substitute or additional personnel that wish to attend a session/s.

In the event of the need to re-arrange or cancel a session, prior notice will be given at the earliest opportunity – an arrangement will be made to address any costs incurred.

I agree to the above arrangements:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A signed copy should be kept in the office and one given to the visitor to refer to along with our safeguarding guidelines for visitors.