



**Deanery C.E. Primary School**  
**Academy Status**

# **Visitors' Policy**

**(Visitors who support the education and enhance the curriculum for our children in one-off or small number of sessions)**

**December 2025**

**The Deanery School Christian Ethos**  
Our School Motto – ‘Ad Majorem Dei Gloriam’  
Translated this simply means ‘To the Greater Glory of God’.

**Vision**

We believe that everything we do is a faithful response to God’s faithfulness, shown to us through Jesus Christ. Our vision is to reflect God’s Glory in every season of life, in all aspects, from the little things, to the big.

**Beliefs and Values**

We believe that God’s heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

**School Culture**

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another.
- Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- Enable each child to value themselves and have aspirations for the future.
- Recognise everyone’s place in the wider community.

## **The benefits of using outside agencies.**

Outside agencies can:

- Bring a new perspective to a subject or topic
- Offer specialist knowledge, expertise and resources
- Make sensitive or controversial topics easier to address
- Form a friendly and potentially active link with the community and local services
- Add variety to the curriculum
- Give support to teachers through a team-teaching approach
- Establish sustained and positive relationships between the generations and different social groups within a community

## **Aim**

Deanery is keen to recognise the educational benefits that outside visitors can have in complementing the taught curriculum and enhancing the knowledge and skills of the children. For the purposes of these 'visitors' relates to individuals or outside agencies that take children for one off sessions or for a small number of sessions as part of the curriculum, NOT supply teachers or LA /Educational personnel e.g. Ed. Psych. and specialist support.

## **Rationale**

The school will welcome input from a number of sources be they public or private as long as the messages being delivered are in keeping with the school aims, values and ethos. The school will expect any organisation or individual to make their intentions clear and expect any input to be in line with the relevant school policies, National Curriculum guidance and be based upon sound educational principles.

Any organisation that wishes to be involved with the school accepts that it is governed by the school's policies and professional code of conduct.

## **Practice and Procedures**

The 'Inviting Visitors to School Checklist' sheet should be filled in by the leading teacher (Appendix 2)

The visitor will need to fill in the 'Checklist for the outside visitor' (appendix 3) before and after the visit. It is the teacher's responsibility to ensure this is the case.

If one or both parties feel that the arrangements are not appropriate then either party reserves the right to cancel or postpone the visit.

The school will look to assess the impact of the visit upon the pupils and seek to share this, formally or informally, with the person(s) involved in the visit.

The member of staff will also fill in the 'Staff Evaluation Sheet' (Appendix 4) after the visit and ask children to complete an 'Evaluation by the children' (Appendix 5).

A visitor must also be given a copy of the summary of the school's child protection statement. (Appendix 1)

The school will require, where appropriate, that any individual undergoes a Disclosure and Barring Service Enhanced Clearance (DBS) check before being welcomed into the school.

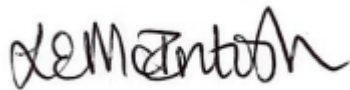
The school will make a commitment to any visitor that they will not be left without a member of staff present and that the member of staff is solely responsible for the discipline and behaviour of the pupils.

### **Appendices**

1. Summary of child protection information for visitors and volunteers.
2. Checklist for staff
3. Checklist for the outside visitor
4. Staff Evaluation Sheet
5. Pupil impact and evaluation sheet

Policy reviewed by Anita Morris, Deputy Head Teacher

March 2024



Approved by Lisa McIntosh, Head Teacher  
Presented to the Governing Body

## **Summary of Child Protection Information for Visitors and Volunteers**

The Deanery C E Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school/service will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

In order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

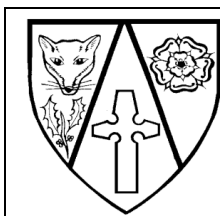
<b>DSL name</b>	<b><i>Mrs Lisa McIntosh</i></b>	<b><i>Head Teacher</i></b>
<b><u>If this person is not available please contact</u></b>		
	<b><i>Miss Anita Morris</i></b>	<b><i>Deputy Head Teacher</i></b>
	<b><i>Mrs Jennie Griffiths</i></b>	<b><i>Inclusion Manager</i></b>

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations, which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should inform a member of the Senior Management Team as soon as possible.
- They should involve the Designated Senior Lead (DSL) immediately
- If the DSL is not available the Deputy DSL should be contacted
- Disclosures of abuse or harm from children may be made at any time.

***If anything worries you or concerns you, report it straight away.***

**Mobile phones are not permitted for use during the school day (except in the staffroom).**



# Deanery C E Primary School

## Checklist for staff:

## Inviting visitors into school

- This must be filled in by the member of staff organising the visitor, prior to them coming into school.
- Please check before you go any further that the intended date does not clash with anything else going on in school on that day.
- This form should be filled in and put at the front of the diary with dates etc. for management to give their approval.

(This can be generic for visitors who visit the school regularly e.g. clergy, peripatetic staff, S.E.N. support staff etc.)

Please bear in mind that until management has this detailed information for the visitor, it may not go ahead. It may well be in your interest therefore to have an informal chat with the prospective visitor first, thus enabling you to make an informed decision about whether the visitor will be suitable/enhance the children's learning.

Has the visitor got DBS clearance?	Y	N
If it is their 1 <sup>st</sup> visit they need to be told to bring it along to record in our file. Have you told them this?	Y	N
Does the visitor need to see any school curriculum/policy documents?	Y	N
Is there a fee? If so, please inform the office of any payment requests.	Y	N
Have you made the visitor aware of any special needs in the group?	Y	N
Have you seen any materials to be given out to the pupils during the visit?	Y	N
Have you made provision for any follow up work where necessary?	Y	N
Which room(s) is required?		
What special equipment is needed?		

Date of visit \_\_\_\_\_ Time \_\_\_\_\_

Name of visitor : \_\_\_\_\_ Contact Details: \_\_\_\_\_

Class/group to be worked with \_\_\_\_\_ Number of pupils \_\_\_\_\_

Purpose of visit and learning opportunities \_\_\_\_\_  
(continue overleaf if necessary)

Welcome/reception arrangements \_\_\_\_\_

- Spiritual
- Moral
- Social
- Cultural

Signed ..... Teacher Date .....

Signed ..... Management Date .....



## Deanery C E Primary School

### Checklist for the outside visitor

**Name of visitor:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Date of visit:** \_\_\_\_\_

**Member of staff responsible:** \_\_\_\_\_

Please would you take a couple of minutes to answer this questionnaire prior to going into the classroom:

Have you shown a member of staff the necessary DBS check?	Y	N
Have you been given sufficient information in order to deliver your presentation?	Y	N
Are you aware of any special needs in the group?	Y	N
Have you received assurances about the teacher's role in the classroom?	Y	N
Have you made provision with the teacher to evaluate the input and its impact upon the pupils?	Y	N
Have you seen the 'Summary of Child Protection Information for Visitors and Volunteers' prior to your visit?	Y	N

If you have answered no to any of the above please would you seek further clarification from a member of staff before continuing your visit?

### **Before leaving would you briefly assess your experience with us at Deanery**

Were you made to feel welcome?	Y	N
Was all the equipment that you requested to hand?	Y	N
Did you feel you were given all the information you required before you came?	Y	N
Do you feel that the session was a success?	Y	N

If the answers to any of the above were no could we please ask you to share this with a member of staff before you leave.

**Thank you for all your support and we hope to see you again.**



## Deanery C E Primary School

### Visitor to School – Staff Evaluation Sheet

Visitor's Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Do you feel the session was a success?	Y	N
Do you feel the activities were appropriate?	Y	N
Do you feel the content was pitched at the right level?	Y	N
Do you feel the pace of the lesson was good?	Y	N
Did you feel that the session met the pre-agreed learning outcomes?	Y	N
Do you feel the children enjoyed the session?	Y	N

How did it link to the SMSC Agenda? \_\_\_\_\_

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What did the children learn? \_\_\_\_\_

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What future learning/impact will take place?: \_\_\_\_\_

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Signed: \_\_\_\_\_ (staff in charge of visit)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher)

Date: \_\_\_\_\_

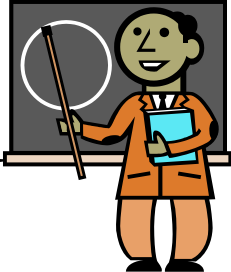


# Deanery C.E. Primary School

## Visitor Evaluation by the children (Y1 - Y3)

Date of visit: \_\_\_\_\_

Which subject did it relate to?: \_\_\_\_\_



### How did you feel during this activity?

*Please tick or circle any words:*

- |                     |             |                       |            |
|---------------------|-------------|-----------------------|------------|
| excited             | confused    | inspired              | challenged |
| bored               | confident   | frustrated            | special    |
| cross with yourself |             | pleased with yourself |            |
| worried             | responsible | lonely                |            |

### Did you think the activity was ...

*Underline ONE phrase only:*

- Too short / Too long / Just right
- Nothing new / A new experience
- Really great / Quite good / Could have been better

### At the end of the session did you feel that .....

*cross out whichever word does NOT apply:*

- you learnt something new? Yes / No
- you liked learning something new from a different person? Yes / No
- you enjoyed working with new people? Yes / No
- you made new friends? Write their names here: \_\_\_\_\_

### Is there any follow up work you would like to do in the classroom?

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### Is there anything else you'd like to say?

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**Thank you for your evaluation.**

Visitor evaluation years 4-6



Date:

Activity/Visitor:

What subject do you feel the visit fits in with?

What do you feel you learnt, that you didn't know before the activity?

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.....  
.....  
.....



What was your favourite part of the activity and why?

.....  
.....  
.....



Would you recommend it? Why?.....

.....  
.....

Can you think of any way it could be improved?.....

.....  
.....

Overall mark /10.....0 is terrible, 10 is fantastic!