##### GREEN LANE SCHOOL

**VISITING PROFESSIONAL PROTOCOL**

As a school we are keen to work collaboratively with other agencies to help to deliver the best outcomes for our pupils. The following sets out guidance relating to professionals who wish to visit Green Lane School as part of their work. In this guidance we have tried to balance the needs of individuals with the needs of class groups and the demands faced by class staff.

* Professionals who wish to visit Green Lane should, in the first instance, contact the school office. The receptionist will pass the request to the individual teacher concerned to confirm or suggest alternatives. Office staff will then contact the visiting professional to finalise dates and times.
* Appointments need to be made in advance. These should be at least three working days unless an emergency of some kind arises. Appointments will specify which teacher and which pupil is involved. *Ad hoc* arrangements cannot be made once a professional is in school. We need to avoid ‘while I’m here can I just pop in and see ….? This makes it impossible for us to regulate the number of outside professionals who want access to classrooms and thereby reduce the impact of visits on teaching and learning.
* The duration and type of visits also need to be agreed in advance. Time in class will not usually exceed one hour, again to reduce the impact of visits on Teaching and Learning. This hour will be in total for the day – not per professional. Colleagues may need to coordinate with fellow NHS colleagues.
* Once agreed, the dates will be put into the school diary.
* On arrival at the school, all professionals will be asked to sign in and will be given a visitor’s badge. This must be worn at all times.
* School will ensure that all professionals provide evidence that they have been subject to safeguarding checks. We have received correspondence from Health that all professionals from Health have been checked.
* Arrangements for any follow-up discussions with teachers need to be agreed in advance. Teachers will not be able to leave classes to discuss pupils during teaching periods, and should not be asked to do so. Information regarding pupils will only be provided by the relevant teacher. The teacher will consult support staff if required.
* Visiting professionals will be made aware of any behavioural issues in classes they are visiting. This is the responsibility of the class team. Visiting professionals are expected to follow behavioural guidelines and advice.
* When in the classroom/teaching environment, visiting adults must follow the direction of the class teacher.
* Professionals should minimise their impact on the lesson as much as possible. The teacher has the responsibility for the whole class and not one pupil, and professionals are required to bear this in mind.
* Any training to be undertaken must first be discussed with the teacher to ascertain the impact that training may have on the other pupils. In may well then mean that the training is undertaken outside of the classroom.
* Visiting professionals must remember that they will be setting examples of behaviour and conduct which may be observed by, and influence our pupils. Hence, we expect that everyone should demonstrate high standards of conduct in order to encourage our pupils to do the same.
* No photographs will be taken without the agreement of the Headteacher.
* Visiting professionals should not expect to be able to use school resources, for example photocopying or telephone facilities unless there has been prior agreement with the Headteacher
* Visiting professionals are requested to consider the appropriateness of using a mobile phone, their location and if the phone should be on silent. The use of mobile phones (including software/apps) in the classroom/teaching environment is strictly prohibited. This also includes the electronic recording of any meeting, activity or conversation without the prior knowledge and consent of the other persons involved.
* Outside of school hours, we request that visiting professionals do not approach staff about school matters and/or ask them to pass on messages in relation to any school business.
* ***Visiting professionals need to follow Fire Procedures in the event of an evacuation.***
* ***Any Safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (Jo Mullineux) or any of the safeguarding team (Lynne Ledgard; Eilis Sutcliffe; Bethan Law or Dawn Robson.)***