



Hasland Infant & Nursery School

External contributors Policy

Reviewed By	Charlotte Lavender/Amanda Daykin
Version	3
Date Reviewed	September 2025
Next Review Date	September 2027

Why do we need an External Contributors policy?

This school recognises that the use of external agencies can enrich and support the curriculum and school ethos. Children and young people often find visitors an informative and interesting element of their learning. We wish to ensure that delivery by external contributors is consistent with school policy, curriculum and ethos.

This policy outlines the procedures and expectations for external contributors working with our infant school to ensure the safety, wellbeing, and educational development of our children.

When inviting external contributors into school, teachers should be aware of several key areas to ensure the safety, effectiveness, and compliance of the visit or activity.

- **Safeguarding and Vetting**

All visitors will be given a copy of the school's safeguarding leaflet which explains our safeguarding procedures.

All visitors will be told who the Designated Safeguarding lead (DSL) is and how to report concerns.

Any visitor to the school who has unsupervised access to children or who works in the school on a regular basis will be subject to safeguarding and DBS checks.

A teacher will always be present so they can maintain responsibility for the class and ensure behaviour expectations are followed.

- **Purpose and Planning**

Prior to the visit, the in-school visit lead will know the educational purpose of the visit, will be aware of the objectives they want to achieve and will have researched how best these can be delivered to the children.

The in-school lead will ensure the content meets the needs of all children and is consistent with school policy, curriculum and ethos. The in-school lead will be involved in the planning of the session.

The in-school lead will complete the attached proforma (Request for External contributors) and share this with the Headteacher. Once this has been agreed, The School Business Assistant will assist in booking the activity.

The in-school lead will ensure that all teachers involved in the activity are clear about the timings, location and any resources which may be needed.

Parents will be informed of the activity in good time so if payment is needed this can be arranged prior to the activity taking place.

Where possible, children are involved in preparatory and follow-up work.

- **Data Protection and Photography**

The External contributor must be aware of the school rules around photography, video recording and data sharing.

Ensure any media use complies with GDPR and school policies.

- **Feedback and Evaluation**

The in-school lead will gather feedback from children and staff after the session.

Reflect on the contributor's effectiveness and suitability for future visits.

- **Monitoring and Review**

This policy and its implementation will be regularly evaluated by the governing body and will be formally reviewed as part of the school's development process.

This document is freely available to the entire school community and has been made available the school website.

It will be reviewed on a two yearly basis.

Request for External Contributors

Date of request for an External Contributor:

Year group:
In- School Lead:
External Lead:
Proposed date of activity:
Purpose of the activity:
Estimated Cost:
Any other information:

Approved by Headteacher: Yes/No