



WORKING WITH EXTERNAL PROVIDER'S POLICY

1. Introduction

- 1.1 For the purpose of this Policy an External Provider is any person or person(s) who is not a regular member of staff and who comes into School to work alongside staff, supporting the delivery of a planned activity/programme on a voluntary or non-voluntary basis.
- 1.2 An External Provider's contribution must enhance the overall education experience for the pupil. It must add a dimension that the teacher alone cannot deliver. The tone and substance of the session should match the age and maturity of the pupils involved.
- 1.3 Hunters Hill Technology College is keen to recognise the educational benefits that External Providers can have in complementing the taught curriculum.
- 1.4 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.
- 1.5 Before being welcomed into the School any individual will be required to undertake vetting and identity checks in line with relevant legislation and to support the safeguarding commitment of the School.
- 1.6 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.
- 1.7 The School will make a commitment to any External Provider that they will not be left without a member of staff present, with the exception however to associate members of staff who have been approved by the School to undertake authorised tasks, and that the member of staff will be primarily responsible for the discipline and behaviour of the pupils.
- 1.8 If one or both parties feel that the arrangements are not appropriate then either party reserves the right to cancel or postpone the activity/programme.
- 1.9 The School will look to assess the impact of the activity/programme upon the pupils and seek to share this information with the External Provider.
- 1.10 An Agreement will be entered into by the School and the External Provider outlining expectations in relation to the activity/programme.

2. Summary of Child Protection Information for External Providers

Hunters Hill Technology College is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our School 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.

At Hunters Hill Technology College 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:-

Designated Senior Person: **Mr Stuart Rice**

If Mr Rice is unavailable please contact: **Mrs Caroline Lewis**

In the event of all the above staff being unavailable, then contact the Head Teacher: **Mr Andrew Dawson**

Everyone working with our children should be aware that disclosures of abuse or harm may be made at any time and that should a child choose to make a disclosure:-

- Their role is to listen and note carefully any observations which could indicate abuse
- Undertakings of absolute confidentiality should not be given. The child must be made aware that any disclosure cannot remain confidential but must be passed on to the Designated Senior Person (DSP) who will then make a decision who else needs the information. Most children do not give an opportunity to explain the need to refer but in any event they must be told.
- No attempt should be made to investigate once the initial concern is raised.
- The DSP must be involved immediately.
- If the DSP is not available the Head or one of the Deputy DSP's should be contacted.

If they are worried about anything or concerned then the matter should be reported straight away.

3. Whistle Blowing Policy

Hunters Hill Technology College has adopted the Local Authority's Whistle Blowing Code. A full copy of the Code is available on the Learning Gateway. The Code is to protect anyone working with or assisting schools who have major concerns over any wrong-doing within such schools relating to unlawful conduct, financial malpractice or dangers to the public or the environment, so that they can speak out without fear.



HUNTERS HILL TECHNOLOGY COLLEGE

AGREEMENT BETWEEN SCHOOL AND EXTERNAL PROVIDER

Name of School	Hunters Hill Technology College
Name of External Provider	
Name of Organisation (if applicable)	
Name of staff member responsible for visitor/programme	
Date(s) of visit	
Contact number for School	
Contact number for External Provider	
Purpose of the activity/programme	
Pupils to be worked with	
Agreed learning outcomes:	
Brief plan of the session:	
Agreed Evaluation and Feedback:	
Space and resource requirements:	
<ul style="list-style-type: none"> • By signing this Agreement both parties are happy with all aspects associated with the activity/programme and felt that each has been provided with sufficient information to make the activity/programme a success. • As an External Provider I/we agree to work with the School's policies and values frameworks. • As a School we agree to make sure a member of staff is with the class/group at all times and is in sole charge of discipline and behaviour. 	
Signed (for the School)	
Signed (for External Provider)	
Date:	