



Da Vinci Academy
A L.E.A.D. Academy

Outside Stakeholder Policy and Procedure

Review frequency: Annual

Approval: Trust Board

Introduction

Education is a shared responsibility for the whole community and Da Vinci Academy welcomes being supported by experiences within Academy and in the community. It is therefore appropriate at times to involve stakeholders from outside agencies, volunteers, university trainee teachers and organisations delivering extended learning to provide the Academy with specialised support and a diversity of knowledge.

Before inviting outside stakeholders into the Academy we will ensure they;

- share our aims, values and approaches.
- contribute to Da Vinci Academy's own theory and practice and the information is impartial.
- are sought for sound educational reasons and that it is the most appropriate source for that input.
- contribute an integrated element of the curriculum; with appropriate planning, preparatory and follow up work.
- understand the emotional and intellectual levels of the children or young people involved and can communicate at the appropriate level.

Safeguarding procedure for all outside stakeholders

The procedure when outside stakeholders arrive at the Academy Reception is as follows:

- Sign in the visitor's book, completing all of the columns.
- A red lanyard badge is provided (see information below) unless they have a designated badge (regular visitors, e.g. EWO, Academy Nurse) where a green lanyard is issued if on the SCR
- All outside stakeholders must show some form of identification (except for parents)
- Outside stakeholders working with students must show identification and their enhanced DBS disclosure, the Receptionist takes a note of the person's name, issue date, enhanced disclosure number and the convictions sections are checked for clearance, (in the event of a disclosure the Head Teacher or Deputy Headteacher will be contacted to view the enhanced disclosure and may wish to meet with the person before making the decision whether or not to allow the person to work with students in the Academy).
- The outside stakeholder DBS information recorded by Reception is given to the Head Teacher's PA for recording on the Academy's single central record, if required.

- In the event of an outside stakeholder not having an enhanced DBS disclosure and they are scheduled to be in contact with students, they are not allowed access to the Academy building until the designated member of staff who arranged this visit is available to escort them onto the premises. These outside stakeholders are escorted by a member of staff at all times during their time in Academy, and a red lanyard badge is issued (the red lanyard badge makes all staff members in the Academy aware that this person is not DBS checked).
- All outside stakeholders (except parents), are given a booklet 'Safeguarding Guidance' and have to sign to record that they have received this.
- The designated person who has scheduled for the outside stakeholder to come into Academy is contacted to collect the person(s) from the Reception.

Outside Educational Organisations or Visiting Professional

The outside stakeholder programme co-ordinator should negotiate with the Academy regarding:

- What the aims of the session are?
- How this visit will enhance the students' experience?
- Establish what the students have already experienced?
- What they will experience in the future?
- How the session will be followed up?
- The nature of the group with whom they will work?

Outside Educational Organisations or Visiting Professional - Procedure

Outside Educational Organisation and Visiting Professional provide the students with a diversity of knowledge and expand their minds and outlooks through the delivery of specific educational subjects.

The staff member who arranges for these Outside Educational Organisations and Visiting Professionals to come into Academy will:

- Inform the Reception Staff of the event by completing the 'Event Booking Form for External Organisations' (**see Appendix 1**). When the Outside Educational Organisation / Visiting Professional arrive at the Academy the Reception Staff follow the Safeguarding Procedure for All Outside Stakeholders detailed above.
- Ensure that the Outside Educational Organisation / Visiting Professional have a named contact (usually the staff member who organised the visit) in case they have any queries, questions or want feedback.
- Be responsible for advising the Outside Educational Organisation / Visiting

Professional and the Reception Staff of any changes to the programme, timings etc.

- Outline the expected levels of student behaviour

Inviting Volunteers into Da Vinci Academy – Procedures for Staff

Volunteers are a welcome resource for helping to raise student's achievement, complementing the work of teachers and support staff.

Da Vinci Academy staff who want to use Volunteers during Academy hours or during extra-curricular activities, clubs or trips and visits should adhere to the following guidelines;

The Staff member who identifies the need for using a Volunteer for an Activity in or out of Academy will:

- Inform the Head Teacher's PA of the time period (start and finish dates) that the Volunteer will be invited into Academy.
- Contact the Volunteer and ask them to contact the Head Teacher's PA for Volunteer Application Form and DBS evidence checking.
- Contact the Designated Safeguarding Lead regarding safeguarding to inform the Volunteer will be working in the Academy.
- Staff Member communicates with Volunteer to inform that their volunteering placement can commence once clearance has been given by the Head Teacher's PA.
- Ensure that the Volunteer is explicitly aware of their role/task within the Academy.
- Ensure that the Volunteer has a named contact (usually the staff member) should the Volunteer have any queries or questions or feedback.
- Be responsible for advising the Volunteer of any changes to the programme, timings of volunteering etc.
- Inform on expectations with regard to confidentiality
- Inform of access to information related to students and/or staff
- Outline the expected levels of student behaviour

The Designated Safeguarding Lead will:

- Undertake a short Child Protection Induction with the Volunteer (this must take place on first day of Volunteering).

The Head Teacher's PA will:

- Head Teacher's PA informs the staff member when the DBS disclosure has been evidenced; and gives clearance for the Volunteer to come into Academy.
- Head Teacher's PA will provide the Volunteer with an Induction Pack.

When the Volunteering placement ends the Staff Member requests for the admin team to send official letter of thanks to the Volunteer

Inviting PGCE/ITT University Students into Da Vinci Academy – Procedures for Staff

The Academy offers the opportunity for university students to undertake teacher placements, which provides the university student with an enriching practical teaching experience and knowledge of working in a large secondary school.

The Assistant Head (CPD) will initially arrange for the placement to take place and will assign a staff member to be the Link Tutor who will:

- Inform the Head Teacher's PA of the time period (start and finish dates) that the University Student will be on placement in the Academy (the University Student will be asked to complete a University Placement Student Form (see **Appendix 2**) when starting at the Academy.
- Request that on the start day of the placement the University Student brings in their DBS Enhanced Disclosure for the Head Teacher's PA to evidence and entering of the information on the single central record. If no document is presented then the student cannot begin their placement.
- Contact the Designated Safeguarding Lead regarding safeguarding to inform that the University Student will be working in the Academy.
- Ensure that the University Student has a named contact (usually the Link Tutor) should the University Student have any queries or questions or feedback.
- Inform on expectations with regard to confidentiality
- Inform of access to information related to students and/or staff
- Outline the expected levels of student behaviour

The Designated Safeguarding Lead will:

- Undertake a short Child Protection Induction with the University Student (this must take place on first day of the placement).

The Head Teacher's PA will:

- Head Teacher's PA informs the Link Tutor when the DBS disclosure has been evidenced

- Head Teacher's PA will provide the University Student with an Induction Pack.

General Guidance

Staff members who invite outside stakeholders into Academy will ensure that they are aware of:

Emergency Evacuation Procedures – information is provided by Reception but their attention should be drawn to read this information.

The need for 'signing in and out' and the importance of wearing the Lanyard provided.

Toilet facilities

Refreshment facilities.

The contact name and number should the arrangements need to be cancelled/changed at any time

Times of the Academy day (and holiday dates for persons on longer placements)

Important - Regulated Activity Information

When an activity is to be undertaken by outside stakeholders and it involves contact with students where the outside visitor(s) are unsupervised during their time with the student(s), this constitutes as a regulated activity in accordance with Department for Education 'Keeping Children Safe in Education'. In these circumstances we must see evidence of enhanced DBS disclosure(s) for all outside visitor(s) carrying out the activity.

If the activity is supervised then this does not constitute as a regulated activity and no enhanced DBS is required. In these circumstances the outside visitor(s) must be with a staff member at all times during their visit to the Academy.

Event Booking Form for External Organisations – This form should ideally be completed within 48 hours of visit

Staff Name:	
Visiting Organisation Name:	Name of Programme Co-ordinator:
Address of organisation / visitor	Organisation contact telephone number(s):
Brief description of event:	

Start Date	Start Time	EndDate	End Time
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Department to inform	Yes	N/A	Facilities Required
SLT			
IT			
PL's/Staff			
Cover/LSO			
Rooming/LSO			
Head Teacher's PA			
DBS Required see notes below			
Reception			

Special Requirements:

Name:

Signature:

Date:

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University Placement Student Form

Name	
University	
Link Tutor	
Subject Tutor	
Car Registration	
Contact Telephone No	
Address	
DBS Disclosure Number	
Emergency Contact Number	
Placement start date	

Placement end date	
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