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##### WOOLSTON 6TH FORM COLLEGE

**VISITING PROFESSIONAL PROTOCOL**

As a college we are keen to work collaboratively with other agencies to help to deliver the best outcomes for our students. The following sets out guidance relating to professionals who wish to visit Woolston 6th Form College as part of their work. In this guidance we have tried to balance the needs of individuals with the needs of form groups and the demands faced by form staff.

* Professionals who wish to visit College should, in the first instance, contact the college 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 student is involved. *Ad hoc* arrangements cannot be made once a professional is in college. 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 form rooms 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 forms 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 college diary.
* On arrival at the college, all professionals will be asked to sign in and will be given a visitor’s badge. This must be worn at all times.
* College 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 students during teaching periods, and should not be asked to do so. Information regarding students 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 form room/teaching environment, visiting adults must follow the direction of the form 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 student, 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 students. 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 students. Hence, we expect that everyone should demonstrate high standards of conduct in order to encourage our students 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 college 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 college hours, we request that visiting professionals do not approach staff about college matters and/or ask them to pass on messages in relation to any college 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 – Green Lane or Lianne Buchanan – Fox Wood) or any of the relevant safeguarding teams***