



External Agencies Visitors to School Guidance

Protocol in place since: 09.05.16

Adopted by Governing Body: 07.07.2020

Reviewed: 07.07.2020

Cycle of review: 5 years

Statutory Policy: No

Visit to School Request Form for External Agencies

In line with good safeguarding practice we request that all external agencies and visitors complete a request form ideally 2 weeks prior to the suggested visit. If the notice period is too short we may not be able to accommodate your request. The school reserve the right not to allow external practitioners to visit school if it is deemed disruptive to either learners or activities that are happening in the school at that time. **Please bring Photo ID with you on the day of your visit.**

Your name:	
Agency/ Organisation:	
Today's date:	
Name of student to be observed:	
Date of proposed visit:	
Time of visit:	
How has this request been made? <i>E-mail? Phone call? Letter?</i>	
Best contact details during office hours:	

Details, purpose and times of visit/observation:

For office use only – follow up actions:

Agency contacted to confirm appointment

'V' drive checked for enrichment

Timetable checked for swimming

Added to school calendar

Class staff informed

Is the class teacher on site

Approved by Headteacher _____

Date of Approval _____