

Code of Practice for Primary and Secondary School visits

If you are to visit Schools:

- **Remember** to make an appointment with the Head Teacher, even if you do know another member of staff.
- **Remember** that you are a person who has been **invited** to the School.
- **Remember** to dress neatly and appropriately.
- **Be clear as to what is expected of you:** what time you should arrive, where you should go, how much time has been allocated to you, what are the ages of the children that you will be addressing, etc.
- **Pray beforehand:** you could also ask others to pray while you are at the school.
- **Be punctual!** Arrive early and do not overstay your welcome. If you do go over the time allocated you will not be popular with the staff – rather try to conclude a few minutes early as a few minutes late could disrupt the schools timetable for the rest of the day.
- **Be consistent and dependable.** Teachers do not appreciate a last minute call telling them that you're cancelling your visit!
- **A member of school staff should be with you at all times** – in order to qualify your contribution and also as regards good practice. It is their responsibility to ensure discipline so that you are free to carry on with your own input.
- **It is as Christians** that we present ourselves to the school and it is **our** own belief and viewpoint that we are there to express, and should always **avoid inclusive language**. We should not evangelise in order to avoid accusations of proselytising.
- **Ask the Head Teacher if it is necessary for you to sign a declaration concerning Child Safety and be checked through the DBS.**

- Our schools work is **more than taking acts of collective worship**; it could be more beneficial to support the school through a variety of activities e.g. reading with the children, sport, craft activities, mentoring, contributing to specific class work etc.
- **Remember to plan carefully and liaise with the school staff** - this will influence the attitude of the staff towards you
- **Be aware of the age and ability range** in acts of collective worship and lessons.
- It is beneficial to **ask about particular school themes** that can complement your work and also support the school in its teaching.
- It is quite possible that the **children themselves will be measuring your performance**. Be yourself and at all times show respect. If you discuss matters with them, remember that they too have a right to their own opinions, just as you have a right to express clearly what you believe.
- **There is no need to get into heated discussions** or try to score points by winning an argument. Remember you want to be invited back to the school.
- **Remember that the Head Teacher and teachers** are under no obligation to invite you back to their school.
- **Following your visit:** write an email or letter or phone to thank the staff and children.