

- How will this be handled? (eg questions/concerns forwarded to you prior to the visit/question time in class.)
- Can a preliminary meeting or discussion prior to the visit be arranged?
- What methods will be used? (eg groupwork, whole class talk or workshops?)
- As the class teacher will be present during the session, has the teacher's role been agreed?
- Is the school aware of your practical requirements? (eg working space for groups, AV equipment and flipcharts.)
- Has an appropriate evaluation been organised to get feedback from the pupils, class teacher and visitor?

Guidelines for external agencies, groups and speakers who want to work with schools

Fife Council recognises the contribution that outside agencies can make to help schools develop and deliver sex education programmes - particularly where the agency can offer additional knowledge or experience that the teacher cannot gain with/without extensive research and training.

The contents of this leaflet are designed to help agencies that can offer support to schools:

- know what might be expected of them;
- know what the council expects of schools when considering an offer of support from an outside agency.

Many agencies may be able to offer support to teachers by working in partnership to either bring:

- increased specialist knowledge that will broaden the teacher's own expertise; or
- to directly complement teaching approaches used with pupils in the classroom.

Policy within Fife Education Service requires schools to consider the following when deciding whether to accept offers of support from outside agencies:

- Has the agency got good links with statutory bodies?
- Is the agency willing to work collaboratively?
- Is the agency's staff subject to SCRO checked or subject to a system of disclosure?

Where agencies are to work with teachers directly in the classroom then in addition the following criteria must be met:

- the agency contribution should offer something specific and useful that teachers cannot;
- staff from the agency should have experience and expertise in working with young people of school age;
- care should be taken not to criticise or imply criticism of other organisations;
- teaching staff should always be present;
- school's code of confidentiality will apply.

Checklist for using external agencies, groups and speakers who want to work with schools.

Checklist

Aims:

- To ensure that the contribution is as valuable as possible.
- To make sure that the needs of the pupils/school are being met.
- To provide input which is relevant to, and supported by the curriculum.
- To ensure that there is good evaluation of the session.

Checklist Criteria

The criteria for this checklist are not in a specific order.

- What content has been requested?
- In what context does the visit take place? (What classwork takes place in the sessions before and after the visit?)
- How long will your input last for?
- What is the age of the pupils, and how many will be in the class/es?
- Have the pupils identified what they want, or will they have an opportunity to do so?