

External Coaches and Tutors Policy

Policy Statement

We value the contribution that external coaches, tutors, and specialist instructors make to children's learning and development. External providers are regularly invited to deliver activities such as dance, sports, languages, music, drama, yoga, and other enrichment opportunities that complement our Early Years curriculum.

The safety, welfare, and learning of children always remain our priority. All external coaches and tutors are expected to work in accordance with our setting's policies, procedures, and safeguarding requirements.

Aims

This policy aims to:

- Ensure the safety and wellbeing of all children.
- Provide high-quality enrichment experiences.
- Clarify the roles and responsibilities of external providers.
- Ensure compliance with safeguarding and Early Years requirements.
- Promote inclusive practice for all children.

Suitability

Before commencing work within the setting, external coaches and tutors must provide:

- An enhanced DBS certificate.
- Photo identification.
- Evidence of relevant qualifications, training, or experience.
- Appropriate public liability insurance.
- A risk assessment for activities being delivered where required.

The setting reserves the right to verify all documentation before sessions begin.

Safeguarding

All external coaches and tutors must:

- Read and adhere to the setting's safeguarding and child protection procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputies.
- Never be left alone with children unless agreed arrangements are in place and all safeguarding requirements have been met.
- Maintain professional boundaries at all times.
- Follow the setting's mobile phone, photography, and social media policies.

The designated practitioner remains responsible for the children throughout the session.

Roles and Responsibilities

External Coaches and Tutors

External providers are responsible for:

- Planning and delivering safe, engaging, and age-appropriate activities.
- Following the setting's policies and procedures.
- Maintaining appropriate behaviour management strategies consistent with the setting's approach.
- Ensuring activities are inclusive and accessible for all children.
- Reporting accidents, incidents, or concerns to staff immediately.

Early Years Setting

The setting is responsible for:

- Supervising sessions as appropriate.
- Sharing relevant information about children's needs, medical conditions, or additional support requirements.
- Monitoring the quality and suitability of provision.
- Ensuring ratios and staffing requirements are maintained.

Health and Safety

External providers must:

- Conduct activities in a safe manner.
- Check equipment before use.
- Report any hazards immediately.
- Follow the setting's emergency procedures, including fire evacuation arrangements.
- Ensure activities are suitable for the age and stage of development of participating children.

Inclusion and Equal Opportunities

All activities must promote equality, diversity, and inclusion. External providers must ensure that:

- Every child has the opportunity to participate.
- Activities are adapted to meet individual needs.
- Children are treated with respect and dignity at all times.

Confidentiality and Data Protection

External coaches and tutors must:

- Maintain confidentiality regarding children, families, and staff.
- Comply with data protection legislation.
- Not collect personal information from families without prior agreement from the setting.

Signed on behalf of the nursery
<i>RL Austin</i>