

## **Official support for Ministerial visits**

Official support is required for all Ministerial visits. This support should be provided by a member of staff who has relevant knowledge of the establishment or topic. The main aim of being official support is to make sure the Minister gets the most out of the visit as possible. You will accompany the Minister throughout the visit, attending meetings (where applicable) with staff, parents, young people, children and others, helping to answer questions and taking opportunities to start conversations etc. We will provide you with a proforma to take notes during the visit of what the Minister sees/does.

Some quick guidance points are below:

- Make sure you have your mobile phone with you, and that it's switched on - the Minister and their support staff member will have a note of your mobile number.
- Arrive 15 minutes prior to the start of the visit, if possible.
- Check the logistics and make yourself known to the main contact on arrival at the venue (usually the headteacher).
- When the Minister arrives, introduce yourself to the Minister and his support.
- Introduce the Minister to relevant people.
- Make a note of any follow up actions from any discussions that take place.