

Keeping Who Safe?

Adults visiting or working on a school site play an important part in the life of a school, whether helping to build or maintain the building or visiting as part of the school's wider community.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. This is whether you are directly employed by the school, or working as a volunteer or contractor.



Keeping children safe is covered by Government Guidance (DfE Safeguarding Children in Education).

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.

We must also take steps to keep **ourselves** safe. To keep yourself safe from possible allegations, please follow this advice.....

Don't....

- ⊗ Instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit.**
- ⊗ Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to your class teacher, to someone in the school office, or to a member of the Senior Management Team ;
- ⊗ Give any personal information to any pupil, for example your name, address, telephone or mobile number or email address ;
- ⊗ Do not accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or email address ;
- ⊗ Accept physical or verbal abuse from a pupil. **DO NOT** respond yourself, but report it immediately to your Foreman or to someone in the school office ;
- ⊗ Give out personal social network site information, or respond to any pupil requests on your own personal social network site account.

Do.....

- ✓ Be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention ;
- ✓ Report any unacceptable behaviour from a pupil ;
- ✓ Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment, or ability to continue as a volunteer ;
- ✓ **Please, follow the advice in this leaflet, and keep yourself and our children safe!**

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Safeguarding Children

Guidance for adults
visiting or working
on a school site

