



SAFEGUARDING

Safeguarding children: Guidance for adults visiting and/or working in our school

Keeping Safe

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

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

We must also take steps to keep **ourselves safe**.

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 or reason for visiting.

To support our safeguarding and keep yourself safe, please follow this advice...

Do...

- Observe the Health & Safety procedures for visitors – information available at reception.
- Be aware that verbal interaction with students may be interpreted by them as offensive or as harassment, even if this was not your intention.
- Report any unacceptable behaviour from a student
- Be aware that contact made outside of our school environment as a result of you coming into contact with a student whilst you are on our school site, may have an impact on future visits to our school.

Don't...

- Instigate verbal or physical contact with students (this applies both on and off site) unless it is appropriate and as part of an agreed reason for your visit.
- Respond to verbal or physical contact from students. If this occurs, or you have any concerns about the behaviour of any member of our community, please report it immediately to someone in the school office or your line manager.
- Give any personal information to any student, for example your name, address, telephone or mobile number or email address.
- Accept or respond to a student 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 student. **DO NOT** respond yourself, but report it immediately to the school office.

**If you have any concerns,
please ask to speak to:**



Mrs L. Robinson (Designated Safeguarding Lead)



Mr J. Greenshields (Deputy Designated Safeguarding Lead)