

**Please observe this  
Guidance & Code of  
Conduct at all times**

Remember that your actions could be misinterpreted however well they are intentioned.

If you have any concerns about children and child protection then please speak to your employer, or the Headteacher.

**Keep yourself and our children safe!**



*'Living and learning together to care  
for each other and our world.'*

**Safeguarding Children –  
Guidance & Code of  
Conduct for adults  
visiting or working in the  
school**

## 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, working as a contractor, sub-contractor or undertaking any other paid or voluntary role in school.

Keeping children safe is covered by the statutory Government guidance – '**Keeping Children Safe in Education**' which is published by the Department for Education (DfE).

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

We must also take steps to keep **ourselves** safe. To keep yourself safe from possible allegations, please follow the guidance and code of conduct contained in this leaflet. These statements are there to ensure safety for adults and pupils alike and are not intended to cause anxiety.

If you have any queries about anything written in this leaflet then please do not hesitate to speak to our Headteacher or one of our other Teachers.

### Do ....

- ✔ avoid contact with children **unless it is appropriate and an agreed reason for your visit**;
- ✔ be aware that verbal interaction with children may be interpreted by them as offensive or as harassment, even if this was not your intention;
- ✔ report any unacceptable behaviour from a child;
- ✔ be aware that contact made outside of the school environment as a result of you coming into contact with a child whilst you are on a school site, may have an impact on your employment/role;
- ✔ stay within the agreed work area and access routes and obtain permission if you need to go outside agreed areas;
- ✔ keep school staff informed of where you are and what you are doing;
- ✔ dress appropriately—shirts are to be worn at all times;
- ✔ follow the school policies and procedures and the Contractors Safety Information sheet;
- ✔ **follow the advice in this leaflet and keep yourself and our children safe!**

### Don't....

- ✘ be in contact with children without supervision;
- ✘ instigate verbal or physical contact with children (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 children. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to your supervisor, the Head teacher or another teacher/staff member;
- ✘ give any personal information to any child, for example your name, address, telephone number or email address, this includes access to your social networking site;
- ✘ accept or respond to a child attempting to give you personal information, for example their name, address, telephone number, email address or access to a social networking site;
- ✘ accept physical or verbal abuse from a child. **DO NOT** respond yourself, but report it immediately to your supervisor, the Head teacher or another teacher/staff member;
- ✘ use school facilities e.g. toilets, changing rooms etc. unless you have been previously authorised to do so;
- ✘ use profane or inappropriate language or express prejudicial or extremist views;
- ✘ use your mobile phone on site without first seeking permission from the Head teacher or another Teacher / use mobile phones, cameras or any other type of technology to take or record images of children or others in school unless you have been given prior permission by the Head teacher;
- ✘ Smoke or vape on our site.