



Safeguarding Children

Guidance for adults visiting or
working on the school site

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

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 contractor or sub-contractor.

Keeping children safe is covered by the Government Guidance (DfE Keeping Children Safe in Education, 2016).

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 the advice contained in this document. These statements are there to ensure safety for adults and pupils alike and are not intended to cause anxiety.

Don't

- ✎ instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and 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 Foreman or someone in the school office;
- ✎ give any personal information to any pupil, for example your name, address, telephone number or email address, this includes access to your social networking site;
- ✎ accept or respond to a pupil 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 pupil. **Do not** respond yourself, but report it immediately to your Foreman or someone in the school office.

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;
- 👍 **follow the advice in this leaflet and keep yourself and our children safe!**