

**VISITORS IN SCHOOLS**  
**SAFE GUARDING GUIDANCE FOR VISITORS TO THE SCHOOL**

Safeguarding Guidance for Visitors to the School. Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping pupils safe whilst working at, or visiting, the school by observing the following guidelines:

- Never be in contact with children without supervision unless you are in a public part of the school. Stay within any agreed visiting area and access routes specified by this school.
- Do not give any personal information to pupils, such as your mobile number or address. Do not provide pupils with your personal email address, and only provide your professional work email to adults if it is necessary as part of the reason for your visit.
- Do not give pupils details of your personal social network accounts or engage in any communication with pupils using social networking sites.
- If you have any concerns that a pupil may be at risk of harm, report it immediately to the senior designated person for child protection (Dawn Sage) who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.
- If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Dawn Sage) of your concerns immediately. For further guidance, the school's child protection policy can be found on the school website under the 'policies' tab.
- Act safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question your motivation and intentions.
- Act and be seen to act, in an open and transparent way.
- Observe the school's safeguarding requirements at all times.
- Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
- Please avoid using your mobile phone in school, in an emergency please take a call in the school office.
- Please dress safely and appropriately for the tasks that you are required to undertake and not likely to be viewed as offensive or revealing or give rise to misunderstanding.

I have read and understood the above code of conduct and will adhere to the required safeguarding arrangements within this school.

Signature:	
Name (in caps):	