

Safeguarding Notice for Visitors

The following gives a guide to appropriate conduct whilst you are in our school. Adherence to this notice will ensure that both the children and yourself are safe, including from the possibility of allegations being made against you.

You should always:

- Stay close to a member of staff whilst in the building and never be alone with the children.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Consider carefully the language you use around the children to ensure they are not subject to any discriminatory or inappropriate language.
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your manager (eg for counselling, tuition, mentoring or other purpose).

Report to the Head teacher (Mrs Flannery who is the school's Safeguarding Lead): (As soon as possible)

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Use your phone in any other part of the School, other than the staffroom and you must **never use your personal mobile** phone to take photographs of the children.
- Give personal contact details, text email or telephone, or make arrangements to contact, communicate or meet children outside of school.
- Develop 'personal' or sexual relationships with children.
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so
- Make inappropriate* remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate* or offensive nature.
- Articulate negative opinions and view points that would be to the detriment of the school's reputation and / or could make the 'listener' feel uncomfortable with what is being said.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.

Reviewed September 2015