

Observe this Code at all times.

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

**If you have any site concerns
about children and child
protection then please speak to
your employer, or a senior
manager of the establishment
that you are working in.**

**Keep yourself and our children
safe!**

Produced by:



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Child Protection

**Code of Conduct for
adults visiting or working
on a school site**



Designated school contacts:
Sarah Threlkeld-Brown (Designated
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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, regardless of whether you are directly employed by the school, working as a contractor, sub-contractor or in any other role in school.



Keeping children safe is covered by the statutory DfE guidance 'Keeping Children Safe in Education'.

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 this Code.....

*Throughout this Code a child is defined as anyone under the age of 18.

Do

- ✓ avoid contact with children;
- ✓ 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;
- ✓ 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 to be worn at all times;
- ✓ follow the establishments policies and procedures and the Contractors Safety Information sheet.

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 behaviour then report it immediately to your supervisor or a member of school staff;
- ✗ give any personal information to any child, for example your name, address, telephone number or e-mail 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, e-mail 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 or a member of school staff;
- ✗ use any 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 mobile phones or cameras to take or record images of children or others in school.