

Welburn Hall School

Safeguarding Children and Young People: Guidance for adults visiting or working at our school

Keeping Everyone Safe

Adults who visit or work at our school play an important and valued role, whether helping to maintain the building or to support the learning, welfare and development of our children and young people.

We want to promote safe working practices for everyone who attends our site where children and young people are present, whatever your job or purpose of your visit.

Listed below are some key actions that you must have regard to, in order to help ensure the welfare and safety of both yourself and others.

Acting professionally at all times

- Always have an identity document with you, as you must show this on arrival.
- Make sure that you sign in and out when you arrive and leave the site.
- You must be escorted during the visit and be supervised at all times, unless otherwise agreed AND you have a current cleared DBS check, accepted by North Yorkshire County Council. If you have any queries, please ask our receptionist.
- There will usually be no need for contractors to engage in conversation with students, however if a student asks a question about your work you should respond briefly. Please do not encourage or prolong such conversations. You should not engage in, or react to, jokes, banter, sarcasm or personal comments.
- If you have any concerns including about the behaviour or comments by a student, do not react to the student and report this to the Headteacher/Deputy Headteacher/Assistant Headteacher/Head of Care, and also your line manager if you are a contractor.
- You are not permitted to use any personal digital equipment, such as mobile phones, tablets and cameras, to record images of students.
- Mobile phones may only be used in staff-only locations, unless specific permission is given by a member of the Senior leadership Team.
- You should avoid any physical contact with students. If contact is required as part of the purpose of your visit, you must seek assistance from an appropriate member of staff who will ensure that there is a chaperone present.
- You must not exchange any personal information, arrange to meet, or make any contact with students outside of the school. This includes emails, mobile phone, social networking sites, etc.
- You should wear clothing that is professional and appropriate for your role, and that is not likely to be considered political, offensive, discriminatory, revealing, sexually provocative or to cause embarrassment.
- If you become aware of any sensitive or confidential information you must not disclose or discuss this with any person other than your line manager and a senior manager at the school.

Please follow the advice in this leaflet and keep both yourself and our children and young people safe.

Date adopted by School Governing Body: (based on NYCC model leaflet)	24 th May 2017
Signed: Chair of Governors	M Garrod