



Protocol for adults and students working in school

We are committed to the safety and wellbeing of all children, staff and visitors.

Therefore all adults or students supporting or observing in class must agree to the following before being allowed access to the whole school site.

General	<ul style="list-style-type: none"> • Enter and exit at the main entrance • Dress appropriately – smart / casual, no offensive logos, appropriate jewellery • Stay within the areas that are necessary for your visit • You will be issued with a ‘Visitors’ badge, this must be worn at all times so that it is visible. Please return this to the office as you leave the site. • Accessible adult toilets can be found next to the staff room. • Inappropriate behaviour or language will not be tolerated • No chewing gum
Fire	<p>If you hear fire alarms please leave by the nearest exit and follow instructions from staff.</p> <ul style="list-style-type: none"> • Report to the assembly point on the yard so that you can be accounted for • If you are working with children lead them to safety and inform a member of the school staff so that registers may be taken
Mobile Phones, Cameras, etc.	<p>Whilst on site please:</p> <ul style="list-style-type: none"> • Refrain from using your mobile phone when in school • Do not take/use images of children unless approved to do so • Do not leave equipment unattended
Interaction with Children	<p>When working with children:</p> <ul style="list-style-type: none"> • Always be a positive role model- speaking clearly and appropriately at all times • Respect confidentiality at all times – you will observe behaviour in school and will hear staff talking about different children and school matters in general. Anything you hear must not be repeated outside of school. • You should not refer to any of the children by name when outside of school • Do not become too friendly with the children – your role is to support • Do not encourage physical contact with any children – they may want to touch you or put their arms around you but you should not encourage this. In addition to this you should never pick up a child, sit them on your knee or carry them. <p>If you have any concerns about a child report these to the teacher you are supporting immediately.</p>

Please sign below when you have read all the above criteria and are in agreement. Thank you for your support.

Please print name:..... Signed:

Date:

Telephone number in the event we need to contact you: