

PLEASE READ THE INFORMATION BELOW AND ASK FOR CLARIFICATION IF YOU ARE UNSURE OF THE MEANING OF ANY OF THE CONTENTS

- We welcome all visitors to our school but need to point out that as a visitor you are in a position of trust in relation to the children you are working with. You must not use this position in any way that compromises the safety of any pupil nor must you intimidate, threaten or coerce a child, or promote any kind of relationship that is inappropriate.
- Please behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you are not sarcastic, do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory or otherwise offensive nature and that you do not embarrass or humiliate any child.
- Do not discriminate favourably or unfavourably towards any child, treat all pupils equally, and never build 'special' relationships or confer favour on particular pupils.
- It is important that confidentiality regarding events that happen at school is considered at all times. Whilst visiting our school, you may have access to or overhear information about pupils that is confidential or sensitive. All visitors are expected to treat any such information as confidential and, if they have any concerns, they need to discuss them with either the Head or Deputy Head.
- Great care should be taken when trying to move or shepherd children around or in efforts to gain their attention. Children should not be poked or pushed in a particular direction. For your own protection, it is advisable to avoid any physical contact in such situations that might be open to misinterpretation. It is not appropriate to indulge in horseplay, tickling or fun fights.
- Please note that you cannot take any pictures or videos of children using any personal equipment. This can only be done using school equipment and with the direct permission of the school, under the supervision of a member of staff.
- Please do not try to restrain a child unless it would be dangerous to do nothing. Numerous members of staff have been trained and it would be more appropriate for you to alert teaching staff as opposed to intervening yourself.
- Adults working with children in one-to-one situations may be more vulnerable to allegations. It is therefore in your best interests to avoid working with a child in remote or secluded areas of school.
- Consumption of alcohol or substance misuse on the school premises is detrimental to performance and incompatible with good practice in terms of health. No one should arrive at our school whilst still under the effects of alcohol, drugs or other misused substances.
- If you are taking any prescribed medication, please ensure it is kept securely and is not accessible.
- Do not give or receive (other than token) gifts unless arranged through school.
- Commenting in public areas (e.g. 'walls', forums, groups etc.) in social networking sites is the same as publicly speaking amongst the school and wider community. Any comments and messages sent using social networking sites that could bring the school into disrepute will be treated very seriously and would result in you being excluded from working in the school in any capacity.
- Personal mobile phones, cameras and recording equipment should not be used to take photographs or videos of children whilst you are on the school's premises in capacity as a volunteer or visitor.