

## MANUDEN CONTACTS

Acting Headteacher:  
Mrs Marnie Tait

Designated Senior Person for  
Safeguarding children:  
Mrs Marnie Tait

Deputy Senior Person for  
Safeguarding Children:  
Miss Megan Evans

Governor with Safeguarding  
responsibility:  
Mrs Eileen Adams



## Safeguarding Children:

Guidance for adults  
visiting or working  
on a school site



## 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. This is whether you are directly employed by the school, or working as a contractor or sub-contractor.

We must also take steps to keep **ourselves** safe.

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.

To keep yourself safe from possible allegations, please follow this advice . . .

## Don't . . .

**X** Don't investigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit.**

**X** Don't respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it immediately to your Foremen or to someone in the school office.

**X** Don't give any personal information to any pupil, for example your name, address, telephone/mobile number or email address.

**X** Don't attempt or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or email address.

**X** Don't accept physical or verbal abuse from a pupil. **DO NOT** respond yourself, but report it immediately to your Foremen or someone in the school office.

## Do . . .

✓ Do be aware that verbal interactions with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention.

✓ Do report any unacceptable behaviour from a pupil.

✓ Do be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.

✓ **Please follow the advice in this leaflet and keep yourself and our children safe!**