

## **Volunteers/Visitors Safe Working**

Visitors will collect a visitor badge from the school office and sign the Visitor's Book when entering and on leaving.

Please respect the need for confidentiality and do not discuss or disclose any information about children's learning or needs with anyone out of school.

We would ask that you dress smartly and appropriately and act as a positive role model at all times.

We expect all adults to acknowledge and warmly greet children in and around school. Please speak politely to children and ensure good manners are always modelled. We should always treat all children fairly and look to reward good behaviour.

Please respect the child's right to personal privacy.

We want you to be seen as a positive role model by being respectful, fair and considerate to all.

Please treat all children equally and never build a special relationship or favour one particular child over all others.

Ensure that when working with individual children, that the door is left open, or that you can be visible to others.

Do not share any personal details with the children.

## **Physical Contact**

At Bretherton we always advocate that adults should avoid unnecessary physical contact. Contact during class activities should be restricted to what is appropriate and should be as visible as possible to others. If a child is distressed physical contact can be given but discretion should be used over the level and justification. Avoid this in a one to one isolated area.

## **Site Safety**

Risk assessments are carried out regularly & communicated to children & staff. There is a designated Health and Safety Governor and the site supervisor has responsibility for ensuring checks are undertaken according to the schedule.

There is an accident book with evidence of action taken and impact of action.

If you have any health and safety concerns please report them to the site supervisor or Head/ Deputy immediately. It is important that all windows and doors should never be blocked or covered

In the event of a fire alarm, please leave by the nearest fire exit and make your way to the main playground at the back of the school building and then make yourself known to the fire warden.

No external doors should be left open.

## **Mobile devices, photographs, safe internet use**

Bretherton Endowed Primary School recognises that technology plays an important roll in the education of children and is committed to safeguarding children in the virtual world.

All staff, Governors and visitors are asked to sign an IT Acceptable User Policy and staff will take and store any pupil photographs on school equipment.

School seeks parental consent to take photographs and use video recorders through our Data collection sheet, updated annually.

Personal mobile phones must be kept out of sight and visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

Children who bring a mobile phone on to the school premises hand their phone in at the school office at the beginning of the school day and collect it at the end of the school day.

For events in school, parents are entitled to take photographs of their own children on the proviso that the images are for their own use and are not be used on social media.