

### **Observe this Code at all times.**

Remember that your actions could be misinterpreted however well they are intentioned.

If you have any site concerns about children and child protection then please speak to your employer, or a senior manager of the establishment that you are working in.

### **Keep yourself and our children safe!**

Safeguarding is a very high priority at Hayton Primary School. We demonstrate this ethos by training all our staff in safeguarding.

Designated school contacts:  
Sarah Threlkeld-Brown (Designated Lead)  
Catherine Owens & Judith Horn (Designated Deputies)  
Val Evans (Safeguarding Governor)

Copies of our Child Protection Policy can be found in:

- The wet area
- The staffroom
- The office

If you require a copy please ask the office.

The single contact number for Cumbria Safeguarding Children Partnership should you have any concerns (day or night) is:

**0333 240 1727**

Anyone with a concern about a child in Cumbria can contact Children's Services on this single number. Safeguarding information can also be accessed via:  
[www.cumbriasafeguardingchildren.co.uk](http://www.cumbriasafeguardingchildren.co.uk)

## **Child Protection**

**Code of Conduct for adults visiting or working on a school site**



***Safeguarding is everybody's responsibility***

## 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, regardless of whether you are directly employed by the school, working as a contractor, sub-contractor or in any other role in school.



Keeping children safe is covered by the statutory DfE guidance 'Keeping Children Safe in Education'.

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.

We must also take steps to keep **ourselves** safe. To keep yourself safe from possible allegations, please follow this Code.....

\*Throughout this Code a child is defined as anyone under the age of 18.

## Do ....

- ✓ avoid contact with children;
- ✓ be aware that verbal interaction with children may be interpreted by them as offensive or as harassment, even if this was not your intention;
- ✓ report any unacceptable behaviour from a child;
- ✓ be aware that contact made outside of the school environment as a result of you coming into contact with a child whilst you are on a school site, may have an impact on your employment;
- ✓ stay within the agreed work area and access routes and obtain permission if you need to go outside agreed areas;
- ✓ keep school staff informed of where you are and what you are doing;
- ✓ dress appropriately—shirts to be worn at all times;
- ✓ follow the establishments policies and procedures and the Contractors Safety Information sheet.

## Don't....

- ✗ be in contact with children without supervision;
- ✗ instigate verbal or physical contact with children (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visit;
- ✗ respond to verbal or physical contact from children. If this occurs, or you have any other concerns about behaviour then report it immediately to your supervisor or a member of school staff;
- ✗ give any personal information to any child, for example your name, address, telephone number or e-mail address, this includes access to your social networking site;
- ✗ accept or respond to a child attempting to give you personal information, for example their name, address, telephone number, e-mail address or access to a social networking site;
- ✗ accept physical or verbal abuse from a child. **DO NOT** respond yourself, but report it immediately to your supervisor or a member of school staff;
- ✗ use any school facilities e.g. toilets, changing rooms etc. unless you have been previously authorised to do so;
- ✗ use profane or inappropriate language or express prejudicial or extremist views;
- ✗ use mobile phones or cameras to take or record images of children or others in school.