

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

- ◆ 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 asked to sign in using the computer based system and issued with a sticker. This must be worn at all times..
- ◆ Accessible adult toilets can be found near the main entrance.

Fire

If you hear fire alarms please leave by the nearest exit and follow instructions from staff.

- ◆ 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.

Asbestos

There is an asbestos management plan in school. Please do not put any displays up/add anything onto walls without speaking to a staff member.

Mobile Phones, Cameras etc.

Whilst on site please:

- ◆ Do not use 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

When working with children:

- ◆ Always be a positive role model - speaking clearly and appropriately at all times.
- ◆ Report 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.
- ◆ Follow our school behaviour policy.

Agreement

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

Please print name

Signature Date

Telephone Number in the event we need to contact you

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