

Whitmore Primary School and Nursery
Whitmore Way,
Basildon
Essex
SS14 2TP

Tel: 01268 520435
Fax: 01268 289673

**Whitmore Primary
School and Nursery**



SAFEGUARDING CHILDREN

Guidance for adults
visiting or working
on our school site

**Whitmore Primary School and
Nursery**

Keeping Who Safe?

Adults visiting or working on our school site play an important part in the life of our school, whether helping to build or maintain the building or visiting as part of the wider community.

Children

We can all play a part in keeping children safe whilst working on or visiting the site. This is whether you are directly employed by the school or working as a contractor or subcontractor.

Adults

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 all who work on site, whatever your job.

To keep yourself safe from possible allegations, please follow the advice contained in this leaflet.

Please do not.....

Instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and part of an agreed reason for your visit.

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 Foreman or to someone in the school office.

Give any personal information to any pupil, for example your name, address, telephone or mobile number or email address.

Accept or respond to a pupil attempting to give you personal information, for example, their name, address, telephone or mobile number or email address.

Accept physical or verbal abuse from a pupil. Do not respond yourself but report it immediately to your Foreman or to someone in the school office.

Please do.....

Be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment, even if this was not your intention.

Report any unacceptable behaviour from a pupil.

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

Share the stated objective of all education staff to keep children and young people safe.

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

Whitmore Primary School and Nursery

**Designated Child Protection Officers:
Miss Gemma Bray (Inclusion Lead)
Mrs Nina Kemp (Headteacher)
Mrs Carolyn Hunt (Deputy Headteacher)**