



# HIGHGATE

PRIMARY SCHOOL

## **Guidance and Protocols for Working in School**

**for Governors, Regular Volunteers, Trainee Teachers, Observers, Work Experience, Community Programme Participants and Extended Service Providers.**

June 2016

This guidance has been drawn up to ensure the effective safeguarding of children at Highgate Primary School.

The objective of this guidance is to ensure that effective systems are in place to safeguard children in accordance with government legislation and the school's safeguarding procedures.

As routine practice Highgate Primary School will ensure that all adults who are on the school site are subject to a risk assessment, given guidance on appropriate conduct and made familiar with school policies relating to safeguarding.

### **Guidance on Appropriate Conduct**

- Never give your personal contact details to children or young people, including mobile telephone number or e-mail address
- Work, and be seen to work, in an open and transparent way
- Do not use profane or inappropriate language
- Dress appropriately i.e. dress in a way that:
  - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or otherwise contentious messages
  - Is not considered to be discriminatory or culturally sensitive
- Be aware of your responsibility for your own actions and behaviour and avoid any conduct which would lead any reasonable person to question your motivation and intentions

### **Identification and Signing In**

To ensure that only bona fide adults are on school premises it mandatory that you wear ID at all times. Typical methods may include:

- ID badges
- Photo ID
- Branded workwear
- ID sticker from the office

On arrival, and exit from, the school premises you must sign in and out at the school office.

**DBS and List 99**

Whether or not volunteers and club providers should undergo a DBS check is determined by a suitable risk assessment undertaken by the Highgate Primary School. The risk assessment carried out will take account of the likely amount of contact that someone will have with pupils. In some cases, where measures of supervision are in place, it may not be necessary to consider additional checks.

**Safeguarding**

Please take some time to read through the Safeguarding handout and familiarise yourself with our school procedures.

**Confidentiality**

It is important for all those who interact with children observe our protocol for maintaining a professional and confidential approach at all times.

**Behaviour**

All incidents of negative behaviour must be recorded and handed to the school office for the attention of Katy Whitney Pastoral Care Officer.

Finally, we hope that you enjoy your time at our school.