



HERTFORDSHIRE COUNTY COUNCIL

*Guidance for adults visiting or working on  
a school site*

HERTFORDSHIRE COUNTY  
COUNCIL

County Hall  
Pegs Lane  
Hertford  
Hertfordshire  
SG13 8DN

## Safeguarding Children

Keeping children safe is covered  
by DfE Government Guidance;

“Keeping Children Safe in  
Education” Sept 2020.

*If you have safeguarding concerns about a child  
and are unable to pass them to the Designated  
Senior Person for Child Protection at the school,  
please contact Children’s services immediately on  
0300 1234043 (and/or the police on 101).*

*In an emergency please contact the police on 999*



## 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. This is whether you are directly employed by the school, or working as a contractor or sub-contractor.

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 minimise the risk of an allegation being made, please follow this advice.....

### DON'T...

- ☞ Instigate verbal or physical contact with pupils (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 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 number, email address or social media user names.
- ☞ accept or respond to a pupil attempts to give you their personal information; for example, name, address, telephone number, 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.
- ☞ give out personal social media site information, or respond to any pupil friendship requests on your own personal social media network site accounts.
- ☞ Do not take photographs on the school premises where children are in focus

### 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 of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment;
- ✓ **Please, follow the advice in this leaflet, and keep yourself and our children safe!**