

## Keeping Who Safe?

All 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 us as part of the school's wider community.

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

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 everyone on our school site, whatever your role.

To keep yourself safe from possible allegations, please follow this advice.

## Don't ....

✘ Don't 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.

✘ Don't respond to verbal or physical contact from pupils. If this occurs, or you have concerns about pupil behaviour, then report it immediately to the School Office.

✘ Don't give any personal information to any pupil, for example your name, address, telephone/mobile number or email address.

✘ Don't respond to a pupil attempting to give you their personal information, for example their name, address, telephone/mobile number or email address.

✘ Don't accept physical or verbal abuse from a pupil. DO NOT respond yourself but report it immediately to the School Office.

## Do ....

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

✓ Do report any unacceptable behaviour from a pupil immediately to the School Office.

✓ Do 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 our school site, may have an impact on your employment.

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

## MANUDEN CONTACTS:

Headteacher  
Mr Andrew Price

[headteacher@manuden.essex.sch.uk](mailto:headteacher@manuden.essex.sch.uk)

Designated Senior Person for  
Safeguarding Children:

Mr Andrew Price

[headteacher@manuden.essex.sch.uk](mailto:headteacher@manuden.essex.sch.uk)

Deputy Designated Senior  
Persons for Safeguarding  
Children:

Mrs Gemma Jarman

[g.jarman@manuden.essex.sch.uk](mailto:g.jarman@manuden.essex.sch.uk)

&

Miss Lizzie Grant

[office@manuden.essex.sch.uk](mailto:office@manuden.essex.sch.uk)

Governor with Safeguarding  
Responsibility:

Mr David Pimm

[e.adams\\_govs@manuden.essex.sch.uk](mailto:e.adams_govs@manuden.essex.sch.uk)



Manuden Primary School  
The Street, Manuden  
Essex CM23 1DE  
01279 813370

[office@manuden.essex.sch.uk](mailto:office@manuden.essex.sch.uk)



## Safeguarding Children:

Guidance for adults  
visiting or working on a  
school site



