

## Guidance for Visitors

### Introduction

This document provides a guide for adults visiting Bradon Forest School (including governors, volunteers and visitors) about acceptable conduct to protect both adults and students. This policy follows the guidance outlined in the document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings' 2022 and 'Keeping Children Safe in Education' 2024.

All adults working in school should know the name of the Designated Safeguarding Lead (DSL), Ms Rufaro Maposa (Assistant Headteacher), and be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people. It is important that adults working in the school also know that Mrs Sarah Haines (Headteacher), Mr Russell Clarke (Assistant Headteacher), Mr Iestyn Morris (Alternative Provision and Inclusion Lead), and Miss Victoria Baylis (Safeguarding Officer) can be approached regarding child protection concerns in Ms Maposa's absence. Their photographs are printed on the Safeguarding posters in all offices in school.

### Underpinning Principles

1. The child's welfare is paramount.
2. Visitors should understand their responsibilities to safeguard and promote the welfare of students. Permission must have been given by a Bradon Forest member of staff prior to any visitor having a meeting with a student.
3. Visitors are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
4. Visitors should work, and be seen to work, in an open and transparent way.
5. Visitors should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
6. Visitors should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
7. Visitors should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, sexual orientation.
8. Visitors should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
9. Visitors should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.
10. Visitors should be aware of the Athelstan Trust's Child Protection Policy (which includes arrangements for managing allegations against staff), Staff Code of Conduct, Whistleblowing Policy and their Local Safeguarding Children's Board procedures. These can be provided on request.

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## **All visitors to the school must:**

1. Show DBS details to school reception staff when they sign in if they are to:
  - interact on a 1:1 with children without being accompanied by a member of the school staff.
  - walk around the school unaccompanied by a member of school staff.

This requirement covers all visitors including external verifiers, exam board representatives and visitors from other schools not in the Athelstan Trust.

This does not include government inspectors, employees of Wiltshire County Council, Swindon Borough Council, Virgin Care, members of the emergency services and employees of the Athelstan Trust as long as they can show photographic identification linking them to their organisation.

2. Wear a visitor's badge over their clothing to ensure that it is visible at all times. Badges with a blue lanyard should be worn by visitors who are free to move and interact unaccompanied around the school. Badges with a red lanyard should be worn by visitors who must be accompanied by a member of school staff during their visit.
3. Take a professional approach to confidentiality by only sharing information about students and their families when legally permitted to do so.
4. Pass on information and issues relating to Child Protection to the Designated Safeguarding Lead.
5. Adopt high standards of personal conduct and provide a good example and a positive role model to students.
6. Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you:
  - Are not sarcastic, and do not make remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
  - Do not embarrass or humiliate children.
7. Do not discriminate favourably or unfavourably towards any child. For example:
  - Treat all students equally – never build 'special' relationships or confer favour on particular students.
  - Do not give or receive (other than token) gifts unless arranged through the school.
8. Ensure that relationships with students remain on a professional footing. For example, you must:
  - Only touch students for professional reasons, and when this is necessary and appropriate for the students' wellbeing or safety.
  - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
  - Not make arrangements to contact, communicate or meet with students outside of work (this includes use of email, text and other forms of social media).
  - Not develop 'personal' or sexual relationships with students. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person is aged 18 or over is in a 'position of trust' with person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).
  - Not take photographs or videos of children in the school.