

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 **young people** 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.



Keeping young people safe is covered by the Government Guidance (DfES Keeping children Safe in Education 2025 update).

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

Don't.....

- Ⓜ instigate verbal or physical contact with young people (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 young people. If this occurs, or you have any other concerns about behaviour then report it immediately to your Manager or to someone in the school office;
- Ⓜ give any personal information to any young person, for example your name, address, telephone or mobile number or e-mail address, this includes access to your social media accounts;
- Ⓜ accept or respond to a young person attempting to give you personal information, for example their name, address, telephone or mobile number, e-mail address or access to a social media accounts;
- Ⓜ accept physical or verbal abuse from a young person. **DO NOT** respond yourself, but report it immediately to your Manager or to someone in the school office;
- Ⓜ use any school facilities e.g. toilets, changing rooms etc. unless you have been previously authorised to do so.

Do.....

- ☺ be aware that verbal interaction with young people may be interpreted by them as offensive or as harassment, even if this was not your intention;
- ☺ report any unacceptable behaviour from a young person;
- ☺ be aware that contact made outside of the school environment as a result of you coming into contact with a young person 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 young people safe!**



Produced by:

**Health and Safety Team,
Children's Services Directorate**

Cumberland Council

Tel No:- 01228 226026

Fax No:- 01228 607483

**All Saints' CE School Safeguarding
Team**

**Mr Ashley Ryan – Headteacher
(Designated Safeguarding Lead)**

**Mrs Helen Jones – SENDCo (Deputy
Designated Safeguarding Lead)**

**Mrs Linda Lobb – Higher Level
Teaching Assistant (Deputy
Designated Safeguarding Lead)**

Safeguarding Children

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

