



# HIGHGATE

## PRIMARY SCHOOL

### **Guidance and Protocols for all visiting adults in school (Governors, Volunteers/Therapists/Contractors/Visiting Teachers etc.)**

**September 2025**

This guidance has been drawn up to ensure the effective safeguarding of children when engaged with all visiting adults at Highgate Primary School.

The objective of this guidance is to ensure that effective systems are put 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 will be subject to a risk assessment, be given guidance on appropriate conduct, and made familiar with school policies relating to safeguarding.

#### **Guidance on Appropriate Conduct**

- Take responsibility for your own actions and behaviour and avoid any conduct which would lead any reasonable person to question your motivation and intentions
- Always wear your identification badge or photographic ID
- Never give your personal contact details to children or young people, including mobile telephone number and/or email address
- Do not use your mobile phone in any communal areas in the school
- 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 slogans
  - Is not considered to be discriminatory or culturally sensitive

#### **Identification and Signing In**

To ensure that only bona fide adults are on school premises it is 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**

Whether or not volunteers and club providers should undergo a DBS check is determined by a suitable risk assessment undertaken by the school. The risk assessment carried out will take account 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.

## **Allergies**

We have members of our community who have severe nut and latex allergies. We therefore ask that no nuts, nut products, balloons, or elastic bands are brought into the school grounds at any time. Your support in this important matter is much appreciated.

## **Safeguarding**

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

## **Behaviour**

All incidents of negative behaviour must be recorded and reported to the school office for the attention of our Designated Safeguarding Lead, Emma Judge.

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