

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.



Keeping children safe is covered by Government Guidance (DfES Safeguarding Children in Education guidance 2007, Keeping Children Safe in Education 2018 - updated September 2020).

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 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 or mobile number or email address ;
- ⊗ Do not accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or 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 network site information, or respond to any pupil requests on your own personal social network site account.

Safeguarding



Children 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!**

If you have a concern about a child, please speak with one of our Designated Senior Leads for Child Protection:

- Mrs Alex Evans - Head Teacher
- Mrs Sue Willans - SENCo
- Mrs Sarah Inman - Deputy Head Teacher
- Mrs Anne Marie Kennedy - Family Support Worker

**You can also call Children's Services on:
0300 123 4043 (24 hours)**

Keeping Visitors at Pixmore School safe

Covid 19 precautions for your safety:

School visits during a pandemic:

During the current pandemic, we encourage parents to complete any school business electronically if possible as we try to limit office visits to essential business.

If you have questions about school-related issues, please contact the school office on 01462 620555, or email admin@pixmore.herts.sch.uk.

Our office staff will be available to answer your phone calls and your questions. However, if necessary, you may schedule an appointment for an in-person office visit.

Please do not come to the office without calling to arrange a visit in order to avoid too many people congregating in a very small area.

Please be aware we will follow the guidelines listed below to provide a safe working environment for our staff and pupils:

- All visitors to our school offices must have a scheduled appointment.
- All visitors to our school offices must wear a mask.
- All visitors should use the hand sanitizer provided when they enter a school area.
- All visitors to our school offices must remain in the front foyer/outside behind the red line, unless informed otherwise.
- All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or persons.
- All visitors should complete a self-check before entering a school building. Visitors with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter our school building or office. It is extremely important that you do NOT come to our school or office if you are sick. Please do not place our school staff or pupils at risk.

Thank you for your support at this time

Keeping all visitors at Pixmore School safe

- Welcome to Pixmore Junior School, a junior school for children aged between 7 and 11 years of age
- On arrival, please sign in using our electronic signing board and report to the office manager, Mrs. Sharon Jarvis
- Visitors working on site must wear face masks and/or visors, and use hand sanitiser on arrival
- **Please wear the printed label with your name and picture on it at all times. The children are aware that visitors should be wearing badges and may be concerned and ask an adult working in the school who you are**
- Work affecting the fabric of the building must be checked and authorised in the asbestos log before commencement
- If you hear a continuous ringing sound, you must leave the building via the nearest emergency exit. Please follow the green Emergency Exit signs. The assembly point for an emergency evacuation is on the far side of the top playground, which is located at the top of the steps to the side of the building
- Pixmore School operates a no smoking policy that covers both the buildings and the grounds
- Pixmore is a nut free school
- All visitors to the school are expected to comply with Pixmore School Health and Safety procedures and notices
- On leaving the site, please sign out at the main office using the electronic system

Thank you for your co-operation

Pixmore
Junior School 

*Safeguarding
Children*

Guidance for adults
visiting or working at our
school

Protecting children



COVID-19 UPDATE
September 2020