

"At Reading School, we believe that all pupils have the right to be safeguarded from harm."

## CONTACTS

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**Reading School**  
**Guidance for**  
**adults visiting or**  
**working at**  
**Reading School**

## Our Commitment

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Adults visiting or working on the Reading School grounds play an important part in the life of the School, whether helping to maintain the buildings or visiting as a volunteer.

We can all play our part in keeping the pupils in the school safe while also taking steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. Here at Reading School we want to promote safe working practices for everyone within the school community, whatever your role or reason to be here.

Signs of abuse include (but are not limited to):

- unexplained changes in behaviour or personality
- becoming withdrawn
- appearing anxious
- becoming uncharacteristically aggressive
- lacking in social skills and having few, if any, friends
- poor relationship and bonds with parent/carer
- knowledge of adult issues inappropriate for their age
- always choosing to wear clothes which cover their body/and or unsuitable for weather conditions.

## Do

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- Enjoy your visit.
- Report any unacceptable behaviour from any persons on site to a named designated person listed (see reverse).
- Be aware that contact made outside of Reading School grounds with a pupil may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- In the event of a pupil making a disclosure regarding potential harm, immediately refer the matter to a named designated person listed (see reverse).
- Be aware that children can abuse each other.
- Be aware that many students have an online presence and are open to abuse online.
- Have an understanding of Prevent Duty Guidance (protection from radicalisation)

## Don't

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- Instigate any verbal or physical contact with pupils (this applies both on and off the grounds) unless it is appropriate and a part of an agreed reason for your visit.
- Give personal information to any pupil – for example your name, address, telephone or mobile phone numbers or an email address.
- Do not accept or respond to a pupil attempting to give you personal information – for example, their name, address, telephone or mobile phone number or email address.
- Accept physical or verbal abuse from a pupil. Do not respond yourself, but report it immediately to a member of Reading School staff.
- Do not ignore your professional judgement. If something does not seem right, it may need further investigation. If you see or hear something worrying refer your worries to a named designated person listed (see reverse).