

Safeguarding Code of Conduct Professional Services

ISP is committed to Safeguarding and promoting the welfare of children and young people in our care and expects all visitors to share this commitment. This code of conduct will provide helpful information that needs to be followed when visiting any ISP school.

Please do:

- Sign in on arrival.
- Sign out when leaving.
- Where the identification badge provided at all times.
- As far as is possible remain within your designated work area.
- Follow instruction from staff, especially in an emergency alarm.
- Make yourself familiar with the evacuation procedures in case of an emergency.
- Only use bathrooms clearly marked for adults only and ask staff where your nearest bathroom is.
- Treat everyone in the school with respect and how you would wish to be treated.
- Raise any concerns that you have about students or adults in the school immediately with the Principal. Anything that you see or hear that you think is not right should be raised immediately to the Principal.
- Provide an example you would wish others to follow.

Please do not:

- Take photographs of students.
- Exchange e-mails or text messages with students.
- Contact students on social media or allow students to contact you via social media.
- Give out your personal details to students e.g. email, mobile number. Any correspondence required with students during the course of your contract must be via the Principal.
- Use foul or offensive language.
- Smoke, vape or take illegal drugs on the school premises.

Please try to avoid:

- Physical contact with students, unless you are preventing them from harming themselves or others.
- Being alone with any student.

Name: _____

Signed: _____

Date: _____