

Requirements for visitors, volunteers and parent/carers helpers
(Working directly with children or otherwise)

School name: Clavering Primary School, Essex

Online safety lead: Rachel Yildiz

Designated Safeguarding Lead: Rosalind Allsop

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.

Please raise **any** safeguarding concerns arising from your visit immediately with the headteacher and/or DSP

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas. When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.
- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.
- When using AI I will use AI tools responsibly and only where permitted by the school. I will not enter confidential and / or personal information into AI systems. I will check all AI-generated content for accuracy and suitability, and I will remain responsible for any work I produce using AI. I will use AI in line with the school's policies, safeguarding requirements and data protection legislation.
- I will not give out my personal details such as mobile phone number, email address, and social media account details to pupils. Where appropriate I may share my professional contact details with parents/carers provided the DSP or headteacher is informed before I leave the school.
- I understand my visit to the school may give me access to privileged information about pupils, staff, school systems and plans. Such information should never be shared on line, including on social media sites.
- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the headteacher.
- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of pupils. If I am in any doubt about the appropriateness of the content I plan to use I will check with my contact in the school.

Signature _____ Date _____

Full Name _____ (Please use block capitals)

Job Title/Role _____