

ICT Code of Conduct

To comply with the school's code of conduct for ICT, I agree that:

1. I will not give out my own personal details, such as mobile phone number, personal email address and social networking identities to pupils.
2. Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distrusted outside the school network without the permission of the parent/carers, member of staff or Headteacher.
3. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
4. I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
5. I will use the school's email/internet/intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.

This is a summary of our Code of Conduct which is available in full on request.

As required we have a designated Child Protection 'named person' who is Mrs Maria Rumsey, the Headteacher and in her absence, Mrs Catherine Cullen our Pastoral Care Manager or Miss Sally Mumford our Deputy Headteacher. Please contact them, via the School Office, if you have a concern about a

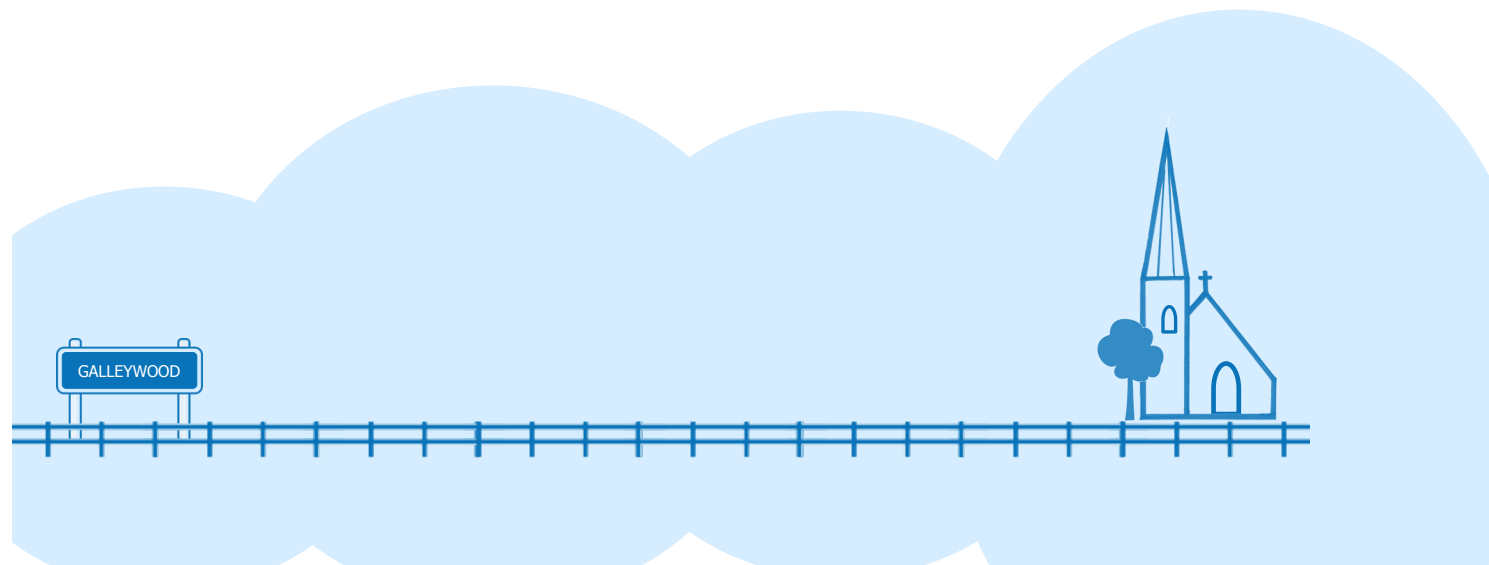
St. Michael's CE (VA) Junior School
Barnard Road
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CM2 8RR



Safeguarding Children

Guidance for adult visitors
volunteering or working at

St. Michael's Junior School



Keeping Everyone Safe

Adults visiting or working at St. Michael's Junior School play an important part in the life of our school.

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school or working as a volunteer.

Whilst you are in school you may be approached by a child who wants to talk to you about something that is concerning them. You may notice something that concerns you about a child, and unexplained bruise or the physical condition the child is in. In this case, to protect both you and the child, you must follow the guidance of this leaflet.

Keeping Everyone Safe

If you are approached by a child wanting to talk, you should listen positively and reassure the child.

Helping the child when abuse is disclosed:

- If, in the unlikely event a child makes a disclosure to you, be prepared to **listen** and comfort.
- Stay calm and controlled
- Do not make false promises e.g. That you will keep the abuse a secret or that no one else will be involved.
- Do not question a child, try to limit your involvement to listening.
- Report any disclosure immediately to the Child Protection Designated Person, Mrs Maria Rusmey, via the School Office.

Guidance for Reporting Information

You should record your concerns as soon as possible and an notes should include the following:

- The nature of the concern.
- What is the evidence that led to your concern.
- What the child said if a discussion took place.
- What you did or said in response.

Please follow the advice in this leaflet, and keep yourself and our children safe!

