Bursar Primary Academy

Visitor Agreement for E-Safety and Safeguarding

At Bursar Primary Academy, we are committed to the well-being of all. We strive to keep all within our school community safe. Our academy has clear processes in place to appropriately identify, help and manage any incidents where safety is an issue and to support those involved.

By confirming 'I agree', I am agreeing to abide by this policy. I understand that failure to comply with **all** statements may mean that I am not allowed access to the academy site.

- I will switch off/mute my mobile phone and store it in my bag or pocket if I am in teaching areas.
- If I have to use my mobile, it will only be in an area that is not accessed by the children.
- I will follow staff instructions about the use of academy facilities and equipment, including the academy's IT systems and devices.
- I will not make any digital recordings unless I have permission from a member of staff.
- I will not give my personal information or social network details to pupils.
- I will not ask for pupils' personal information or social network details.
- I will not use or disclose any confidential information that may be revealed to me.
- I will support staff in reinforcing safe behaviour, including the use of technology.
- If I have any concerns about a pupil's safety, I will pass these onto a member of academy staff.
- I understand that if the academy suspects criminal offences have occurred, the police will be informed.

Thank you for agreeing to our Visitor Agreement for E-Safety and Safeguarding.

Signed: _____ Date: _____