

# Behaviour around children

Do	Don't
Present your ID with photo at reception when signing in	Leave external doors/gates open unless walking through
Close and lock all doors and gates behind you when leaving an area	Talk with children unless adults are present
Sign in at reception as soon as arrived, remembering to read all the policies before getting your pass	Wander around, only attend areas you have been instructed to work in
Wear school badges at all times whilst on site	Talk with children, apart from saying "Hello" if they said hello first
Return badge at the end of the day when finished	Take photos around and of children
Avoid areas with groups of children unless in emergencies	Use your mobile phone around children, unless in an emergency
Use appropriate language, even if children are not around	Use any radio or music device around children
Avoid any display of aggressive or threatening behavior	Smoke whilst on site
"Cordon off" areas where you are working, taking into consideration that children might not follow warning signs	Use any alcohol whilst onsite
Contact the closest "blue lanyard" or member of staff if children will need to move away to allow you to carry on work	Engage in horseplay with anyone, not even your colleagues/mates
Report at reception when finished working, sign off and return any keys/badges	Raise your voice around children, unless in an emergency
Report to reception/closest member of staff any suspicious behaviour you notice	Leave tools unattended
Explain to receptionist: 1) who you are and the company you represent, 2) what you are supposed to do onsite, 3) who organized your visit, 4) how long you are staying on site	Take any keys/badges with you, return them when finished
Avoid situations where you could be left alone with children with no children supervisor around	Engage in "overly familiar behaviour" with staff nor pupils
Present your DBS number/certificate at the reception if you have one	Use children toilets