

# Safeguarding Do's and Don'ts for Visitors and Volunteers

Do:	Don't:
<ul style="list-style-type: none"> <li>• Find out who the Senior Designated Officer is.</li> <li>• Maintain boundaries with students.</li> <li>• Declare any gifts you are offered/receive.</li> <li>• Ensure that student selection processes are fair.</li> <li>• Be aware that contact may be misconstrued.</li> <li>• Consider how contact is made.</li> <li>• Be prepared to explain your actions.</li> <li>• Be sensitive to culture, religion, gender.</li> <li>• Consider Health and Safety Regulations.</li> <li>• Consider what is appropriate.</li> <li>• Dress safely and appropriately for the tasks that you are required to undertake.</li> <li>• Never enter a changing room.</li> <li>• Always wear your lanyard and stay with a member of College staff.</li> <li>• Always sign in and sign out.</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers <b>must never</b> communicate with students in ways that could be interpreted as sexually suggestive or provocative.</li> <li>• Volunteers <b>must never</b> make sexual remarks to students.</li> <li>• Volunteers <b>must never</b> discuss their own sexual relationships with students.</li> <li>• Volunteers must never wander around College unsupervised.</li> <li>• Do not disclose personal contact details.</li> <li>• Do not access Social Networking Sites with students.</li> <li>• Do not use force to restrain a student.</li> <li>• Never touch a child.</li> <li>• Do not ask children or young people to undertake personal jobs or errands.</li> <li>• Do not give gifts or rewards as an individual.</li> <li>• Do not change in the same place as students.</li> <li>• Do not use mobile phones to take pictures.</li> <li>• Never go into one to one situations involving students.</li> </ul>

