

## Appendix 3: Acceptable use agreement (Visitors, Contractors)



# Kensington Avenue Primary School

## Visitor & Contractor Acceptable Use Policy (AUP)

Date Approved	Sept 2024
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Version	7

# Overview

At Kensington Avenue Primary School we are dedicated to providing a safe and nurturing environment for our pupils so ask all children, young people and adults involved in the life of Kensington Avenue Primary School to sign an Acceptable Use Policy, which outlines how we expect them to behave when they are on-site, online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media.

Visitors and contractors are asked to sign this document to ensure they are aware and understand the schools expectations regarding safeguarding, online safety and responsible use of technology during their visit which applies to, but is not exclusive to laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies

This agreement does not provide an exhaustive list to our approach to online safety but is consistent with the school ethos, code of conduct, e-safety, safeguarding and GDPR policies & procedures, DFE child protection guidance, and the law.

If you have any questions during your visit, you must ask the person accompanying you and/or or the Designated Safeguarding Lead (DSL), or the IT team (where appropriate)

If questions arise after your visit, please notify the school office.

## What am I agreeing to?

1. I understand that any activity on a school device or using school networks, platforms, internet and logins may be captured by one of the school's security, monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will never attempt to arrange any meeting with a pupil, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
3. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.
4. If I am given access to school-owned devices, networks/Wi-Fi access, cloud platforms or other technology:
  - I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
  - I will not attempt to access any pupil / staff / general or sensitive school data unless expressly instructed/allowed to do so as part of my role
  - I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
  - I will protect my/any issued username/password and notify the school of any concerns
  - I will abide by the terms of the school Online safety and Data Protection Policy protections
  - I understand that my online activity will be subject to the school's filtering and monitoring systems, and that any attempts to access content which is illegal or inappropriate for a school setting, may result in further action as per the safeguarding procedures and may result in termination of contract.

5. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.
6. I will not engage in deabtes or reveal any information on social media or in private about the school or trusts that could bring name or reputation into disrepute and/or show the school in a bad light or could be perceived to do so.
7. I will not do or say anything to undermine the positive online safety messages that the school disseminates to pupils and will not give any advice on online safety issues unless this is the purpose of my visit and this is pre-agreed by the school. NB – If this is the case, the school will ask me to complete Annex A and consider Annex B of '[Using External Visitors to Support Online Safety](#)' from the UK Council for Child Internet Safety (UKCIS).
8. I understand that children can be abused and harmed when using devices and I will report any behaviour (no matter how small) which I believe may be inappropriate or concerning in any way to the **Designated Safeguarding Lead - Gill Chamberlain** (if by a child) or **Headteacher – Clare Cranham** (if by an adult).
9. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.
10. I will behave in a professional and responsible manner at all times and understand that failure to do so may result in further action being taken and could result in the termination of my contract.

**To be completed by the visitor/contractor:**

**I have read, understood and agree to comply with this policy inclusive of all points listed above. I understand that failure to comply with the terms of this policy may result in disciplinary proceedings including termination of agreements / contracts.**

[If received digitally via Safesmart smartlog, Acceptance and read receipts will act as your signature]

**Signature/s:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Visiting / accompanied by:** \_\_\_\_\_

**Date / time:** \_\_\_\_\_

**To be completed by the school (only when exceptions apply):**

**Exceptions to the above policy:** \_\_\_\_\_

**Name / role / date / time:** \_\_\_\_\_