



# Acceptable Use Agreement for Visitors and Contractors

## Introduction

As a visitor / contractor to Henry Chichele Primary School you must adhere to this agreement whilst on school site.

## Agreement Statements

1. Any observations, incidents, or conversations taking place during my time in school will be kept confidential.
2. I understand that it is my responsibility to support the safeguarding of pupils and other staff. If I have any Child Protection or Safeguarding concerns, or if I am asked to do something, or see something I consider not best practice, I will report this to **Mrs. Sue Hope, Head Teacher or Mrs. Sam O'Brien Jones, Deputy Head Teacher**
3. I will not store school-related data on personal devices, storage, or cloud platforms.
4. I will not access, attempt to access, store, or share any data which I do not have express permission for.
5. I will not share any information about the school or members of its community, including verbally, electronically or via social media 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 take photographs or videos whilst on site, unless the intent has been communicated to senior leaders and the purpose has been deemed appropriate and prior permission has been granted. (e.g. to take photos of equipment or buildings)
7. I will not use my phone when with the pupils.

**I understand that breach of this agreement may lead to appropriate immediate termination of any contracts and, when necessary, referral to other authorities.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_