Visitor/Volunteer Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the General Data Protection Regulations 2018. No personal data including photographs of pupils or staff is being removed from the school site (such as via email or on memory sticks or CDs). Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

2. I understood the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces, in line with the school's e-safety policy.

3. I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.

4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership Team and/or headteacher.

5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school policies and the Law.

6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.

7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

8. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the headteacher or Chief Executive Officer of the trust.

9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead for the school as soon as possible.

10. I will not use the wifi to access any other devices registered to this network.

I have read and understood and agree to comply with the Visitor /Volunteer Acceptable Use Policy.

Signed: ………………………... Print Name: …………………… Date: ………

Accepted by:…………………………. …………Date: …………….