



## **Guidelines for Working in Schools**

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AUB staff or students undertaking regular work in schools require an enhanced DBS check. AUB staff and students undertaking occasional work in schools do not require a DBS check. If DBS checks are not in place AUB staff or students must inform the school and ensure that they are not left unaccompanied with children at any time.

AUB students and staff should report any safeguarding concerns to the school's nominated safeguarding officer in the first instance, and should inform a member of the AUB safeguarding team that concerns have been raised.

### **Your vehicle:**

- Drive slowly on the school premises. Take particular care when reversing
- If you do not know where the school entrance is, it is better to stop and go into the school on foot rather than drive around the school grounds
- It is a good idea to switch off any music when arriving on school premises
- Never obstruct fire exits when parking, even if only temporarily.
- Check with Reception where you can park. You may be allowed nearer to the school to unload
- Keep your vehicle locked at all times
- Never give a pupil a lift in your vehicle

### **Upon arrival:**

- Go to Reception to sign in. You will be given a visitor badge to wear
- Make sure you know and follow school procedures at all times
- Ask where the staff toilets are, never use the children's toilets
- Avoid wandering around the school

### **Practice around the school:**

- You are an ambassador for AUB and a role model for young people. Everything you do should reflect this
- Do not smoke anywhere on the school premises including in your vehicle
- Alcohol and recreational drugs should never be taken onto school premises under any circumstances
- No-one should consume alcohol before arriving at a school
- Prescribed drugs should be kept hidden and out of reach of the children e.g. in the locked vehicle
- Move around the school quietly. Avoid shouting, loud laughter, slamming doors, or any unnecessary noise
- Make sure language and conversation is appropriate to the school environment.
- Ensure your actions do not conflict with school rules. Some schools do not allow sweets or chewing gum

- Take responsibility for clearing up after a workshop or performance. Take any rubbish with you.
- Report any accidents or breakages immediately
- Wear your named visitor badge (except if in costume)

### **Use of Photographs and Video**

- Schools must give prior written permission for the use of any photographs or video
- Children's names will not accompany photographs unless they are, for example, prize winners or members of a group e.g. 'The Bournemouth School' art group, and we have the permission of either their parent/guardian with parental responsibility or school.

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**To contact a member of the AUB Safeguarding Team email:  
safeguarding @aub.ac.uk**

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#### **Designated Safeguarding Lead:**

Jon Renyard, University Secretary and Registrar

Email: [jrenyard@aub.ac.uk](mailto:jrenyard@aub.ac.uk) Tel: 01202 363328

#### **Nominated Safeguarding Officer and Prevent Lead:**

Heidi Cooper-Hind

Head of Student Services

Email: [hcooperhind@aub.ac.uk](mailto:hcooperhind@aub.ac.uk) Tel: 01202 363220

#### **Nominated Safeguarding Officers:**

Tim Edgar

Head of Preparation for HE

Email: [tedgar@aub.ac.uk](mailto:tedgar@aub.ac.uk) Tel: 01202 363278

Kerry Sheehan

Head of HR

Email: [ksheehan@aub.ac.uk](mailto:ksheehan@aub.ac.uk) Tel 01202 363133

Pauline Smith

Widening Participation Manager

Email: [paulinesmith@aub.ac.uk](mailto:paulinesmith@aub.ac.uk) Tel: 01202 363282