

## Appendix One – Visitor Safeguarding Declaration Form

### Visitor Details

- Full Name: \_\_\_\_\_
- Organisation (if applicable): \_\_\_\_\_
- Role / Purpose of Visit: \_\_\_\_\_
- Date(s) of Visit: \_\_\_\_\_
- Contact Email: \_\_\_\_\_
- Contact Telephone: \_\_\_\_\_

### Safeguarding Declaration

I confirm that I have:

- Read and understood the **Lady Byron School Safeguarding Policy**
- Read and understood the **Visitor Policy**
- Read the **Safeguarding for Visitors leaflet**

I understand that while on site I have a responsibility to safeguard and promote the welfare of children and young people and that I must follow the school's safeguarding procedures at all times.

I agree to:

- Act in a professional manner and maintain appropriate boundaries with students
- Follow staff instructions and school procedures while on site
- Immediately report any safeguarding concerns, disclosures, or incidents to the Designated Safeguarding Lead (DSL) or a member of the senior leadership team
- Not take photographs, videos, or audio recordings of students unless explicit permission has been granted by the school

---

### Materials and Content Declaration

I confirm that:

- All materials, resources, and content intended for use during my session(s) have been shared with the Headteacher in advance of my visit
- I will not introduce any additional materials or content that have not been approved
- The content delivered will be age-appropriate, inclusive, and aligned with the school's values

- I will maintain political neutrality and will not promote partisan, ideological, or extremist views

---

## **GDPR / Data Protection Declaration**

Lady Byron School is committed to protecting personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I understand and agree that while on school premises, or when working with students on behalf of the school, I must:

- Treat all student information as confidential
- Not record, collect, store, or share personal data about students (including names, images, video/audio recordings, contact details, or any identifying information) unless explicitly authorised by the school
- Not share any information about individual students, staff, or families on social media or other public platforms
- Not remove personal data from the school site (including written notes containing identifiable information) unless specifically agreed with the school
- Report any loss, misuse, or accidental disclosure of personal data immediately to the school's Data Protection Lead or a member of the Senior Leadership Team

I understand that any breach of confidentiality or data protection may be treated as a serious matter and may be reported to relevant authorities where appropriate.

---

## **ICT Acceptable Use**

When using the school's ICT systems and accessing the internet in school, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way that could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that my devices are secure and password-protected, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

---

### **DBS / Supervision Declaration**

Lady Byron School is required to ensure that all visitors working with students are appropriately vetted or supervised in line with safeguarding guidance.

Please complete **one** of the sections below:

#### **DBS Clearance**

I confirm that I hold a **current Enhanced DBS certificate** (including children's barred list, where applicable).

- DBS Issue Date: \_\_\_\_\_
- Issuing Body (e.g. DBS / Update Service): \_\_\_\_\_

I confirm that a **copy of my DBS certificate has been provided to the school prior to my visit.**

---

#### **Supervision (if DBS is not held)**

I do **not** hold a current Enhanced DBS certificate.

I understand and agree that:

- I will **not be left alone with students at any time**
- I will be **supervised at all times** by a member of Lady Byron School staff
- I will follow all safeguarding instructions given by supervising staff

---

#### **Declaration**

I confirm that the information provided above is accurate and that I understand and agree to comply with Lady Byron School's safeguarding and data protection requirements.

**Signature:** \_\_\_\_\_

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

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

---

**For School Use Only**

- DBS seen and recorded:  Yes  No
- Copy of DBS received prior to visit:  Yes  No
- Supervision required:  Yes  No
- Supervisor name: \_\_\_\_\_
- Checked by: \_\_\_\_\_
- Date: \_\_\_\_\_