

**Safeguarding briefing during a school visit: Dos and Don'ts**

We are all responsible to create a safe environment for all children attending the event. Always act in the best interests of the child. Our Event Managers have enhanced DBS checks and are trained to handle safeguarding matters. Any concerns should be reported directly to them, and they will liaise with the school's teachers.

**Do**

- Wear your high vis at all times during the school visit.
- Use age-appropriate language and tone.
- Be a positive role model.
- Stay within your assigned role and area.
- Pay attention to interactions and potential concerns in all areas.
- Look out for inappropriate adult-child interactions.
- Keep discussions about potential safeguarding issues confidential and only with Event Manager.

**Don'ts**

- Do not exchange personal contact details with visiting children.
- Do not be alone with a child in a private or unsupervised area.
- Work in pairs. Do not undertake tasks involving children alone.
- Avoid physical contact unless absolutely necessary for safety (e.g., preventing a fall).
- Do not accompany children to the toilet or other private spaces – refer them to a member of school staff.
- Volunteers must not take photographs or videos of children unless explicitly authorised.
- Do not share any event content involving children on personal social media accounts.

**If a child discloses a concern**

- Stay calm and listen, but do not promise confidentiality.
- Report it immediately to the Event Managers.
- Do not investigate or ask leading questions.

**Lost or separated children**

- Always ensure you are with another volunteer or staff member - do not work alone. Never leave a child unsupervised, be alone with a child, or take a child off-site under any circumstances.
- Escort the child to the exhibition train and inform the Event Manager.