



## Safeguarding: A guide for BMIS helpers

BMIS is a community school and we welcome support from our community.

- All people acting as helpers on a short term or longer term must be approved by either the secondary/primary principal or the director.
- Approval, in some cases, may be dependent on requests for documentation or other.

### Safeguarding Guidelines

These guidelines are designed to help you navigate your role as a helper at BMIS, ensuring that you contribute positively to the school environment while respecting the boundaries and responsibilities associated with your position. At BMIS we are committed to the safeguarding of our students. The guidelines below serve to protect our students, but also your professional and personal safety.

#### Bathrooms

Use the appropriately designated staff bathrooms. Do not enter students change rooms or bathrooms.

#### Physical contact

Avoid physical contact with students. Maintain professionalism and respect boundaries. Avoid hugging, patting on the back, and any other physical interactions beyond what is essential for the task at hand.

#### Classrooms

Never be on your own with a student in the classroom, and ensure that the classroom door and curtains are always open.

#### Behavioural concerns

If you observe any behavioural concerns or issues in students, your responsibility is to report these observations. Do not attempt to address behavioural problems directly. Instead, report your observations to teachers or leaders within the school.

#### Confidentiality

Refrain from discussing sensitive student information with other volunteers or anyone outside school staff. Treat all student information with the utmost discretion.



## Communication

Refrain from independent communication with parents, guardians, and stakeholders. Direct any concerns or information through teachers and/or leadership.

## Communication with students

Communicate with students in a caring, supportive, and respectful manner, fostering an inclusive and positive learning environment.

Never humiliate, belittle, harass students, or make negative comments based on aspects associated with a student’s gender, race, disability, sexuality, class, age, health status, personality, or any other protected characteristics.

Ensure that all interactions with students promote dignity, equality, and a sense of belonging within the school community.

## Emergency situations

In an emergency, your primary responsibility is the safety and well-being of the students. Do not take on roles beyond your capacity. Seek immediate assistance from qualified school staff (teachers and leadership), follow emergency procedures, and prioritise safety.

Please complete the form below to acknowledge that you have read and agree to the guidelines above.

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

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

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

**Principal’s Signature:** \_\_\_\_\_

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