

## **VISITOR CONFIDENTIALITY & CHILD PROTECTION AGREEMENT** **2023-2024**

**Intended Audience:** All adults who are invited into BSJ campus.

**Please read the form and check the box in the declaration in order to proceed with the registration process.**

**BSJ guarantees privacy and confidentiality for students' and staff records and information. We also work hard to ensure students' physical and emotional safety on campus through our child protection and safeguarding procedures and expectations.**

### **CONFIDENTIALITY**

As a visitor to BSJ, you agree to the following:

1. You will not discuss with others the identity of any students at BSJ and you will not disclose or discuss the content of any student or staff records or information (spoken, visual or written).
2. You understand that questions about individual students or the content of confidential staff or student records must be directed to BSJ's Head of School or Senior Leadership Team; or BSJ's Designated Safeguarding Lead.
3. You will report any breach or suspected breach in confidentiality, immediately upon your discovery, to the BSJ's Head of School or Senior Leadership Team; or BSJ's Designated Safeguarding Lead..
4. No communication regarding observation(s), checks and/or any type of evaluation or assessment of any aspect of school life is permitted with parents or other third parties, unless it has been agreed in writing ahead of time with BSJ's Principal and is part of your agreed programme/deliverable in the school.

### **CHILD PROTECTION**

5. **SECURITY SCREENING;** To ensure a safe and secure environment, visitors entering the inner Campus are required to pass through the Walk Through Metal Detectors and be prepared to open bags if requested by security officers.
6. **ACCESS:** Prior arrangements and appointments are required for parents, visitors and contractors to access the Inner Campus past the turnstiles and must be accompanied by the host or their representative, unless alternative arrangements have been agreed. Parents who have undergone Child Protection Training can access the campus without being accompanied.
7. **PHOTOS / VIDEOS:** Photographing, videoing or recording of students or staff is not permitted without prior approval from the leadership team at Email: [bsj\\_cp@bsj.sch.id](mailto:bsj_cp@bsj.sch.id)

8. **TOILETS & CHANGING ROOMS;** Adults **MUST ONLY** use designated adult toilets and changing areas.
9. **LANYARDS & ID BADGES;** must be displayed by ALL persons whilst on campus.
10. **CONFIDENTIALITY:** Visitors must not access or share anything that contains personally identifiable information on any student or staff member.
11. **SEE SOMETHING, SAY SOMETHING,** Concerns about any child or adult on campus **MUST** be reported to the Senior Leadership or Child Protection Team at Email: [bsj\\_cp@bsj.sch.id](mailto:bsj_cp@bsj.sch.id)
12. **BEHAVIOUR:** To behave in a moral and responsible manner including being polite, respectful and to not touch other people's children or interfere or disrupt any student or staff activities as a result of your presence.

**For more information, please email: [bsj\\_cp@bsj.sch.id](mailto:bsj_cp@bsj.sch.id)**

## **DECLARATION**

- I have read the above information and understand the need for confidentiality. I understand my responsibilities regarding Safeguarding at BSJ. I understand that by checking this box and or by signing below, I agree to the above terms and that access to the campus is dependent on this Code of Conduct being adhered to.**

**Full Name:**

**Organisation:**

**Date:**

**Signature:**