



## Safeguarding Advice for Visitors and Contractors

### OUR COMMITMENT TO SAFEGUARDING AND CHILD PROTECTION

Royal Russell School is committed to the health, safety and wellbeing (both physical and emotional) of all children in its care, and will deploy stringent and active measures to safeguard them.

Safeguarding children, and matters of child protection, are paramount to the function of the school, which has a legal obligation to ensure that all children/young people are safe at Royal Russell.

We **ALL** have a part to play in keeping children and young people safe. This is whether as a member of staff (paid or unpaid, temporary, permanent, visiting), a contractor or a sub-contractor, or a visitor to the site. All adults in the school are in a position of trust and share this duty to protect children and young people from neglect, abuse, exploitation, and all other harms.

In addition to contributing to the safety of children, it is also important to remember to protect yourself from being accused of improper or unprofessional conduct. To keep yourself safe from possible allegations, please follow the advice set out in this guidance document.

### SAFEGUARDING

#### OUR EXPECTATIONS OF YOU

#### WE EXPECT ALL ADULTS TO:

- Wear a lanyard displaying identification while on the school site.
- Act, and be seen to act, in the child's/young person's best interest
- Avoid any contact/communication which may lead any reasonable person to question the motivation and intentions
- Take responsibility for their own actions and behaviour
- Understand the responsibilities and boundaries which are part of their employment, role or visit, and to be aware that the school will take action if these are breached.

#### THIS ALSO MEANS:

- Never establishing or seeking to establish social / personal contact with children you meet at school.
- Never establishing or seeking to establish an online relationship with children you meet at school.
- Never engaging in texting, phone calls or social media communications with a child you meet at school.
- Never indulging in horse-play, tickling or fun fights with children you meet at school
- Never recording any images/footage of children you meet at school.
- Reporting any concerns you have about the behaviour or welfare of children or adults associated with the school.

#### PLEASE...

- Be aware that even well intentioned social or physical contact may be misunderstood by the child or young person, an observer, or by anyone to whom the action is described
- Always follow the school procedure for obtaining prior approval for any planned contact with pupils.
- Be prepared to explain actions and accept that any physical and social contact will be subject to scrutiny
- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention
- Be aware that contact made outside of Royal Russell grounds with a pupil may also be considered inappropriate and could lead to your interaction being misinterpreted.

## CHILD PROTECTION

Adults working with, or around, children or young people have a duty of care to be vigilant for signs of neglect, physical, emotional or sexual abuse, or exploitation, and must take steps to reduce those risks. This includes the prevention of impairment to health and development. Even if you are not directly involved with children or young people, you have a responsibility for their wellbeing. Our Child Protection and Safeguarding Policy, which is on our website, contains full details of responsibilities.

The following points are of note when responding to disclosures of abuse, neglect or exploitation.

- Always stop and listen
- Don't promise confidentiality
- Don't ask leading questions
- Take notes (who, what, where, when) and keep them for future reference
- Don't investigate further
- Inform a member of the Safeguarding Team immediately

Important contacts are as listed below:

<b>ROYAL RUSSELL SCHOOL CONTACTS</b>	
<b>Ms Sara Ward</b> Pastoral Deputy Head —Senior School Designated Safeguarding Lead	sward@royalrussell.co.uk 020 8657 4433 Ext 304
<b>Mrs Sarah Pain</b> Deputy Head Pastoral—Junior School Designated Safeguarding Lead—Junior School	spain@royalrussell.co.uk 0208 651 5884 ext 231
<b>Ms M Worsfold</b> Deputy Safeguarding Lead Senior School	mworsfold@royalrussell.co.uk 020 8657 4433 ext 299
<b>Ms L White</b> Deputy Safeguarding Lead Senior School	lcwhite@royalrussell.co.uk 020 8657 4433 ext 301
<b>Mrs Anne Mawer</b> Deputy Safeguarding Lead Senior School	amawer@royalrussell.co.uk 0208 657 4433 ext 369
<b>Mr Dwight Van Kan</b> Deputy Safeguarding Lead Senior School	dvankan@royalrussell.co.uk 0208 657 4433
<b>Mr Chris Hutchinson</b> Headmaster	headmaster@royalrussell.co.uk 020 8657 4433 Ext 205
<b>Mr John Evans</b> Headmaster of Junior School	jevans@royalrussell.co.uk 020 8651 5884 Ext 208
<b>Safeguarding Governor</b> (Contact via Clerk to the Governors – Mr Neil Cufley)	Dr Agnelo Fernandes 020 8657 4433 Ext 203
<b>CROYDON COUNCIL CONTACTS</b>	
<b>Multi Agency Safeguarding Hub (MASH)</b> (to report a concern about a child / make a referral to Croydon Children's Service)	Office hours: 0208 255 2888 <a href="mailto:mash@croydon.gov.uk">mash@croydon.gov.uk</a> Out of hours: 0208 726 6400 <a href="mailto:SSD-EMERGENCY-DUTY-TEAM@croydon.gov.uk">SSD-EMERGENCY-DUTY-TEAM@croydon.gov.uk</a> .
<b>Local Authority Designated Officer (LADO)</b> (to report a concern about an adult who works with children) Jane Rowe	<a href="mailto:lado@croydon.gov.uk">lado@croydon.gov.uk</a> 020 8726 6000 ext. 24817 Mobile: 07716 092630