

## CHILD PROTECTION

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in protecting them from maltreatment, preventing the impairment of their health or development and taking action to enable all children to have the best outcomes. At St Dunstan's College we believe that all pupils have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety during the course of your visit at St Dunstan's College:

1. Immediately inform the Designated Safeguarding Lead or one of the members of the Safeguarding Team.
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

## SAFEGUARDING TEAM

### Designated Safeguarding Lead (DSL):

Mrs Jade McLellan  
(Deputy Head Pastoral)  
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020 8516 7211



### Deputy DSL

Miss Laura Whitwood  
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Mrs Tamara Shaw  
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### Deputy DSL

Mrs Gemma Davies  
(Head of Lower School)  
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020 8516 7239



### Headmaster

Mr N Hewlett  
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020 8516 7224



### Head of Junior School

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St **Dunstan's**  
— College —

## SAFEGUARDING CHILDREN

GUIDANCE FOR ADULTS  
VISITING OR WORKING  
AT ST DUNSTAN'S  
COLLEGE

2019 – 2020

## OUR COMMITMENT TO SAFEGUARDING

Adults visiting or working on the St Dunstan's College sites play an important part in the life of the College, whether helping to maintain the buildings or grounds or visiting as a lecturer or guest speaker.

We can all play a part in keeping the young people in the College safe whilst working at or visiting the college. This is whether you are directly employed by the College, a parent, a guest, a contractor or a sub-contractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. The College wants to promote safe working practices for everyone on the College sites, whatever your job or reason to be here.

To keep yourself safe from possible allegations, please follow this advice.

Note: the College safeguarding policy is available on our website, and by request through the College Office.

## DON'T...

- Instigate verbal or physical contact with pupils (this applies both on and off the grounds) unless it is appropriate and a part of an agreed reason for your visit.
- Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to the member of staff at St Dunstan's College who is responsible for your visit.
- Give personal information to any pupil; for example your name, address, telephone or mobile phone number or email address.
- Do not accept or respond to a pupil attempting to give you personal information; for example their name, address, telephone or mobile phone number or email address.
- Accept physical or verbal abuse from a pupil. Do not respond yourself but report it immediately to a member of St Dunstan's College staff.
- Use mobile phones or cameras in EYFS areas (Nursery & Reception).

## DO...

- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Report any unacceptable behaviour from a pupil.
- Report any unsafe or inappropriate behaviour, Health & Safety or any other issues causing concern to our Safeguarding team.
- Be aware that contact made outside of St Dunstan's College grounds with a pupil may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- Ensure that you have your Visitors badge or other College-issued identification badge on your person and visible at all times.
- Ensure that you fulfil the criteria in your Risk Assessment in terms of supervision around young people. For example, if the College does not hold a current DBS certificate for you, you must be accompanied by a member of St Dunstan's staff at all times for the duration of your visit.
- Sign out and return your visitor's badge to reception when you leave.