RUGBY SCHOOL

SAFEGUARDING INFORMATION AND PROCEDURE FOR STAFF and VISITORS

1. Our Ethos for Visitors

All children have the right to grow up safe from harm.

No child should suffer harm, either at home or at school.

Rugby School is determined that everyone who visits or works here is aware of their responsibility to make sure that all our young people are safe.

We think that you, as a visitor to the School, will want to know what is expected of you. Please ask Liz Sale, Designated Safeguarding Lead (DSL), or Lara Hampton or Ali Hakimi, Deputy DSLs, if you are not clear about anything when visiting the School. Their contact details can be found below.

By signing in and accepting a visitor badge, you acknowledge your agreement to the Rugby School Visitor Code of Conduct as outlined above. If there is any violation of this Code of Conduct, you may be asked to leave the campus.

If you have any questions or concerns related to child safeguarding, please contact one of the staff listed below.

Liz Sale **Head of Safeguarding (DSL)** **els@rugbyschool.net** **01788 556350**	**Charlie Benn** **Housemistress (Deputy DSL)** **cbn@rugbyschool.net** **01788 556220**	**Ali Hakimi** **Deputy Head (Deputy DSL)** **amhh@rugbyschool.net** **01788 556133**	**Gareth Parker-Jones** **Head Master** **head@rugbyschool.net** **01788 556217**

2. Safeguarding Code of Conduct for Visitors

Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at the School. Children often perceive adults, and especially familiar ones, as being trustworthy.

Rugby School values and welcomes the rich learning experiences the wider community provides for all of us. The following code outlines the general minimum conduct expectations for all visitors to Rugby School.

To protect yourself and children, you should remember the following:

1. Visitors are expected to wear their ID badge so that it is clearly always displayed.
2. Visitors must not be alone with any pupil
3. Visitors must avoid physical contact with pupils unless there is immediate danger
4. Visitors are expected to act and speak in a kind and respectful manner, particularly around young people.
5. Visitors are expected to use designated adult facilities, not pupil facilities (e.g., toilets, changing rooms).
6. Visitors should not ask for or share any contact or social media details with pupils or arrange to contact a pupil who they have met through the school
7. Visitors must report concerns about a young person's welfare, or if a young person discloses that they are suffering abuse or reveals information that gives grounds for concern. Visitors must pass on the information immediately to a member of staff.
8. Visitors should not accept money or gifts from pupils or offer money or gifts to pupils.
9. Visitors are expected to seek permission from a member of staff before taking images / videos of pupils. Further guidance can be found here
10. Visitors are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.

3. Protocols for Visitors and Staff

As a school we have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This incorporates the duty to safeguard all pupils from harm. The School therefore requires that all visitors read and comply with the following information and procedures.

3.1 On arrival all visitors must state the purpose of their visit. They should be ready to produce identification upon request.

3.2 On arrival visitors will confirm that they have read this guidance in full and be issued with a school ID pass (red lanyard). This pass must be worn at all times whilst on school premises and returned, by either the visitor personally or the member of staff escorting them, to the point of issue.

3.3 If visitors are resident overnight in boarding accommodation or where Rugby School pupils are present this must be with the permission of the Head of Safeguarding or the Assistant Head, Houses. The visit must comply with the staff Code of Conduct

3.4 Whilst on site, visitors are legally responsible for taking reasonable care of their own health and safety and the safety of others affected by their activities and for complying with all statutory

H&S requirements and safe working practices. Should a visitor require a hard copy of the School Health and Safety Policy prior to their visit they should contact Rebecca Swain (rsw@rugbyschool.net) stating the purpose and date(s) of their visit and the name of their Rugby School staff host / liaison. A copy of the School's policy can be found here

3.5 If visitors hear an alarm sound as a continuous bell, they should leave any building by the nearest exit and report to the assembly point following directions given by Rugby School staff. When working inside buildings visitors should ensure they do not create or leave any fire hazards.

3.6 All accidents must be reported to the First Aid officer in the building you are in. First aid officers are identified on the building notice boards.

3.7 Please note that both smoking and vaping are not allowed anywhere on the School site.

3.8 The School cannot accept responsibility for loss or damage to vehicles and personal effects; they are brought onto the School site at the owner's risk.

4. Knowing if a Child is being harmed

If you are visiting or working in the School for business reasons, you are very unlikely to be engaged in any conversations with children. If, however, the purpose of your visit is to work with children, you may find that conversations with them result in concerns about their safety.

Young people will sometimes tell an adult if they are being harmed. They could tell you that they are being bullied at school, or even that an adult was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed. Should this happen, listen but do not give advice. Write down what you have heard.

If you think that a child might be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty of care to pass the information on to protect the child in the future. You will not get into trouble if you pass the information on.

If you are worried about the safety of any young person in the school, you must report this concern to Liz Sale, DSL, Lara Hampton or Ali Hakimi, Deputy DSLs, or the Head Master Mr Gareth ParkerJones.

Please do not remain silent – report any concern to any member of staff.