

## CHILD PROTECTION

Safeguarding and promoting the welfare of children is everyone's responsibility. It is of paramount importance that all adults visiting and working with St Dunstan's Educational Foundation are aware of their responsibility to safeguard and promote the health, safety and welfare (both physical and emotional) of all children in the Foundation, inside and outside school

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

- Immediately inform the Designated Safeguarding Lead or one of the members of the Safeguarding Team
- 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**  
Mrs Gemma Davies  
Head of Lower School  
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020 8516 7303



**Deputy DSL**  
Mrs Louise Carmichael-Line  
Deputy Head of Junior School  
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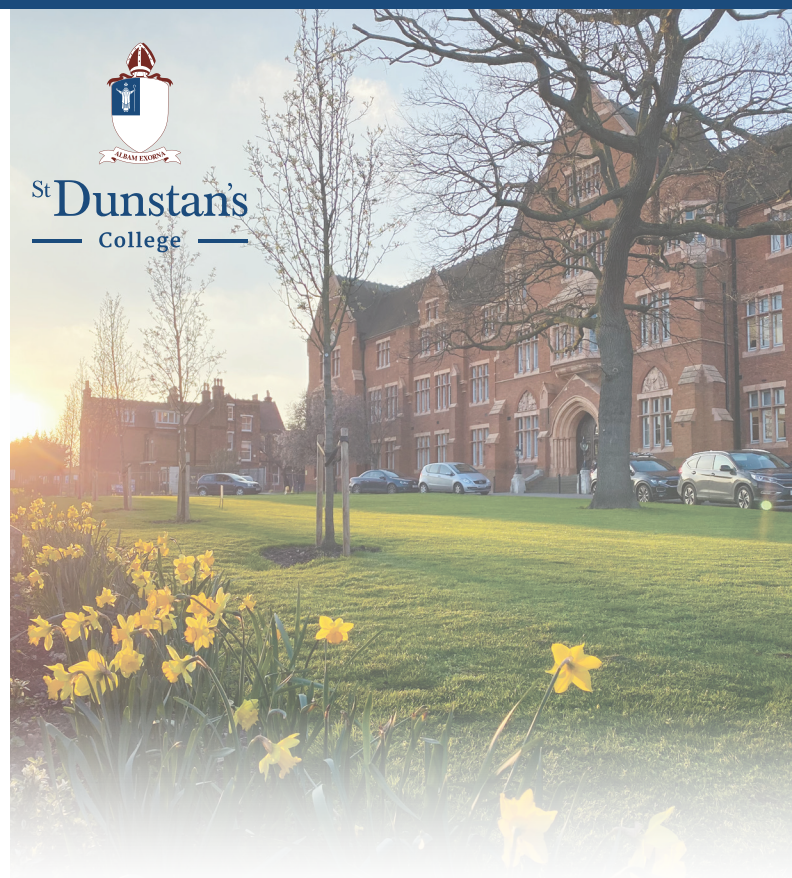


**Deputy DSL**  
Mrs Emily Rogers  
Head of Pre-Prep  
erogers@stdunstans.org.uk  
020 8516 7325

### Safeguarding Team

Mr Nick Hewlett  
Miss Laura Whitwood  
Mr Jonny Holmes  
Mr Paul O'Dwyer

Headmaster  
Head of Junior School  
Deputy Head Academic  
Head of Middle School



# SAFEGUARDING CHILDREN

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

**2021 – 2022**

## 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 and Child Protection 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.

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 red or yellow visitors lanyard on you 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 you are not on our Single Central Record of staff, 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 College Office when you leave.