

# KEEPING CHILDREN SAFE

At the Royal Free Hospital Children's School, the welfare and wellbeing of our students is paramount

## Signing in and out

We require all visitors to sign in when entering the school and sign out on departure. Failure to do so creates a health and safety risk to the individuals and to others.

**If you feel or suspect a student is at risk or a subject of abuse, it is essential you inform us of your concern, however small they may seem. You should contact the Designated Safeguarding Lead immediately.**

### DSL

**Jemma Michelson - Senior Teacher**

[jemma.michelson@royalfree.camden.sch.uk](mailto:jemma.michelson@royalfree.camden.sch.uk)

**07393 626063**

### DSL

**Alex Yates - Head Teacher**

[head@royalfree.camden.sch.uk](mailto:head@royalfree.camden.sch.uk)

**07470 370379**

**Governor for Safeguarding**

**Diana Goldin**

[diana.goldin1@nhs.net](mailto:diana.goldin1@nhs.net)

**Chair of Governors**

**Nicky Rogal**

[nrogal@hotmail.com](mailto:nrogal@hotmail.com)

## You should report any of the following signs in any pupils you encounter:

- Any unexplained injuries, bruising or marks
- Fear, watchfulness, over anxiety to please
- Comments about sexual activity or inappropriate sexual knowledge or behaviour
- Unexpected reaction towards people (fear, wariness)
- Withdrawn, anxiousness, lacking in confidence/self esteem
- Unwillingness to communicate or repetitive nervous behaviour e.g. rocking/hair twisting
- Signs of neglect, such as unsuitable clothing, poor hygiene, extremely pale or fatigued
- Anything else that makes you feel uncertain

**PLEASE REPORT ANYTHING THAT CAUSES YOU CONCERN NO MATTER HOW MINOR IT MAY SEEM**

**Royal Free Hospital Children's School**

**Tel: 0207 472 6298**

**[admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk)**

## How to respond if a student says they want to tell you something or begins to tell you:

- Tell them you will have to pass the information on and to whom
- Don't ask them to repeat themselves
- Listen and don't prompt them
- Reassure them and tell them they have done the right thing by telling you
- Don't start to investigate the matter yourself
- Take the student to the DSL (Contact details on the left of this leaflet)

**NEVER AGREE TO KEEP ANYTHING A SECRET AND MAKE SURE YOU PASS THE INFORMATION ON TO THE DESIGNATED SAFEGUARDING LEAD IMMEDIATELY**

The Royal Free Hospital Children's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff volunteers and visitors to share this commitment.

Irrespective of your association with the Royal Free Hospital Children's School, be it as a member of staff, volunteer or visitor, we request that whilst you are at the hospital, you abide our policies and procedures which are there to keep everybody safe

Please ensure you wear your identification or visitors badge at all times whilst on the premises. For returning visitors to our school, we ask that you read and sign 'Keeping Children safe in Education' 2020.

If, during your visit to the Royal Free hospital or Hive day school, you have any concerns about the conduct of a member of staff you encounter, you should report this to the Headteacher immediately. If your concern is about the Headteacher, please ask the office to contact the Chair of Governors, **Nicky Rogal** [nrogal@hotmail.com](mailto:nrogal@hotmail.com)

### **Bullying and racial incidents**

All staff are responsible for investigating and reporting incidents of bullying or racism to a senior member of staff who is responsible for maintaining records and informing appropriate agencies  
During your visit, if you encounter or are made aware of any incident involving either bullying or racism, please speak to any member of staff.

## **HEALTH AND SAFETY**

Health and safety issues are monitored to ensure that the hospital school provides a safe environment for all students, staff and visitors

You have a responsibility to ensure that your actions do not put others at risk. Please ensure you follow instructions whilst on site and do not operate machinery or equipment that you are not trained to use. Please report anything you encounter which may pose a health and safety risk.

In the event of a fire, an alarm bell will sound. Please leave by the nearest exit, which will be pointed out to you and muster in the area indicated by teaching staff.

## **USE OR PERSONAL MOBILE PHONES AND OTHER ELECTRONIC EQUIPMENT INCLUDING LAPTOPS AND TABLETS**

You are not permitted to use your personal electronic equipment on the RFHCS premises, which includes mobile phones. This is to protect the children and young people we work with. If you need to make a call for emergency purposes, please speak to a member of staff to discuss. If you cannot adhere to this requirement, you will be asked to leave the premises.

## **FIRST AID AND HEALTH SUPPORT**

In the event of you or a pupil needing first aid, please speak to the first aider who can, if necessary, will assist you



# **Royal Free Hospital Children's School**

Royal Free Hospital Children's School aims to provide equal access to appropriate education for all children and young people with medical and mental health needs.

**keeping education alive in the pupils' lives, maintaining progress and enabling them to achieve their potential.**

## **Safeguarding and Child Protection (Visitors)**

November 2020

**Please ensure you wear appropriate PPE and adhere to all Covid19 guidelines throughout your visit.**