

Safeguarding Guidelines for Visitors to Alleyn's School

School Policy

Alleyn's School has a duty of care to all its pupils, and visitors, and operates its own Safeguarding (Child Protection) Policy (a copy of which is available [here](#)), in line with the requirements of government legislation. All visitors are legally required to comply with this policy, and to cooperate with its operation.

As part of this policy, all Alleyn's staff are checked for their suitability to work with children through the Disclosure and Barring Service (DBS), while visitors to the site are required to be adequately supervised by staff during normal school hours.

Visiting groups who use the school facilities outside of normal school hours, whose work includes young persons or vulnerable adults, are asked to have a Designated Person responsible for safeguarding issues.

Visiting groups are also required to adhere to the specific Safeguarding policies and procedures given by their regulatory authority or Governing Body, and are responsible for ensuring that these measures are adopted and implemented at all times whilst using the Alleyn's facilities.

You are reminded that it is a criminal offence for individuals to work with children or young people if they have previously been disqualified from such activities.

In addition should you, or any member of your group, encounter a situation which you consider to be inappropriate, or should any issue causes you concern, please inform a member of the School's staff or the Designated Safeguarding Lead from the school immediately (contact details are given below).

Alleyn's Pupils

To ensure that Alleyn's provides a duty of care towards its own pupil's, external activities should not clash or overlap with school events.

Alleyn's will always try to maintain a distinct separation between when the facilities are used by its own pupils during a 'normal school day' (Saturday sports fixtures and after school clubs are included within this period) and when the facilities are used by visiting groups.

During your booking there may be occasions when there are Alleyn's pupils present onsite participating in a school activity. In such situations members of your group should not pass on personal details or enter into electronic communications with Alleyn's pupils unless this has otherwise been agreed in advance by a member of the School's staff. You should not share toilets or changing room facilities with Alleyn's pupils.

Contact Details:

Designated Safeguarding Lead:

A W A Skinnard (Senior Deputy Head) 020 8557 1487

seniordeputyhead@alleyns.org.uk



The following information provides a framework regarding appropriate behaviour that should be adopted by all adults when working with children, young people or vulnerable adults

Individual Responsibilities

All persons should be aware of issues related to the protection of young persons and vulnerable adults. Remember that someone else might misinterpret your actions, no matter how well intentioned. Even caring physical contact may be misinterpreted.

You should

Dress safely and appropriately for the tasks that you are required to undertake, and refrain from any behaviour that may bring the school or your activity into disrepute. Treat all persons with respect and dignity. Respect the privacy of people under your care, and abide by Alleyn staff instructions whilst using the facilities. Avoid, wherever possible, one to one situations in closed environments. Be open and honest if issues do arise; talk to a member of staff or a Designated Safeguarding Lead.

You should not

- Have inappropriate physical or verbal contact with any person under your care;
- Make suggestive/derogatory remarks or gestures;
- Jump to conclusions about others without checking facts, or exaggerate or trivialize abuse issues;
- Take a chance when common sense, policy, and practice suggest another more prudent approach;
- Ignore concerns if you hear them raised by a child or young person.

Reporting: What to do

If a person discloses to you abuse by someone else:

- Listen to them without interruption, accepting what is said, and avoiding asking leading questions;
- Advise the person that you must pass on the information;
- Let them know you are glad they have shared this information;
- Report the matter to the appropriate person, venue management or the School's Designated Safeguarding Lead. *DO NOT investigate yourself.*

If you have any concerns about any person.

- Report the matter to the appropriate person, venue management or the Designated Safeguarding Lead. *DO NOT investigate yourself.*

If you receive an allegation about any person or about yourself:

- Report the matter to the appropriate person, venue management or the Designated Safeguarding Lead. *DO NOT investigate yourself.*

Try to ensure that no one is placed in a position that could cause further compromise. In all cases, you must:

- Make a record of all details as soon as possible, including time, date, location and the names of any others present;
- Report all the facts to the School's Designated Safeguarding Lead;
- Report concerns or allegations, *you must not investigate;*
- Not contact the subject of the allegation;
- Not promise confidentiality, as any information received may have to be contacted upon by other authorities.