

## Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Richard Cloudesley School.

### What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the school's Designated Person for Safeguarding (DSL).



Richard Cloudesley School has a Safeguarding Policy and a copy is available on the school website or from the school office.



**This leaflet has been given to you to make sure you understand what is expected of you.**

**It is the responsibility of everyone (including visitors) to keep children safe.**

**If you are worried about the safety of any young person in our school, you must report this to one of the contacts on the back of this leaflet**

### Security

All visitors must report to the school office where they must sign in.

All visitors must wear identification at all times.

### First Aid

If you require first aid or you feel unwell then please contact the school office who will fetch one of our registered first aiders to assist you.

## Fire and Evacuation

The alarm is a continuous bell. You must leave by the nearest exit.

Stay with your host who will guide you to the assembly point or refuge point.

In primary the assembly point is in Fortune Park.

In secondary the assembly point is the academy back playground.

If as you are leaving the building young people need help with pushing their wheelchairs then please offer to do so.

Do not take personal risks

Do not re-enter the building until told it is safe to do so.

### Health & Safety

All contractors must make sure they are aware of the rules and be supervised by the premises manager at all times.

## Pupil Communication

Many of the pupils at Richard Cloudesley School do not have a natural voice but they still have a lot to say! They use their vocalisations, body language and gesture to interact and many are learning to use some form of Alternative Augmentative Communication (AAC) as their voice.



You will see communication books, voice output devices such as iPads, tablets, step by step switches and more conventional computers being used throughout the school day. Each individual will access these systems in a unique way. Some will use their fingers and directly point or touch the words they wish to say. Others will need a communication partner (such as yourself) to help them navigate their system. Don't worry we will show you how! Some of our pupils use their eyes to access specialist eye gaze systems and a few use switches to scan and select the things they want to say. Our ultimate aim is for all pupils to someday have communication autonomy !

### HAVING AUTONOMY MEANS

Being able to say what I want to say  
To whoever I want to say it to  
Whenever I want to say it

It is really important that we provide a school environment which encourages and values their 'voice' and at the same time teaches them how to use their 'voice' in everyday natural situations, throughout the day. We will expect you to help us with this challenge but relax it is easy to learn and we will show you how, including our pupils. Watch others around you and ask lead Teaching Assistants or Teachers to help you. You can always model 'OOPS' - communication is messy and we all make mistakes, our pupils need to learn that too!



## CONTACTS

### Designated Safeguarding Lead for Safeguarding Children (DSL):

Natalie Fry - 07720 634501

### Deputy DSL (DDSL):

Chris Smaling (Prevent/eSafety Lead) - 07860 914655  
Caroline Brown - 07540 691673  
Theo Skerritt - 07525 831574  
Sophie Weir (LAC Lead Person) - 07532 810125

### Chair of Governors & Governor with Safeguarding responsibility:

Eve Smith -  
safeguarding@richardcloudesleyschool.org

### Islington Disabled Children's Team

020 3316 1866  
[whh-tr.islchildrensreferrals@nhs.net](mailto:whh-tr.islchildrensreferrals@nhs.net)

External Numbers to report a concern:  
NSPCC: 0808 800 5000  
ChildLine: 0800 1111

If you think a child is at risk of FGM please contact the police directly.



# Richard Cloudesley School

## SAFEGUARDING ADVICE FOR VOLUNTEERS & VISITORS

