



**ruskinmill**  
clervauxgardenschool

# VISITORS' GUIDE TO **SAFEGUARDING** AND **HEALTH & SAFETY**

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We are committed to Safeguarding and promoting the welfare of children and young people.

If you are concerned about the safety of any child at Clervaux Garden School you must report this to the designated Safeguarding Team.

No personal mobile devices should be used while on site



**EVERYONE HAS A RESPONSIBILITY  
FOR SAFEGUARDING**

# WELCOME TO CLERVAUX GARDEN SCHOOL

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Your safety and wellbeing are important to us. Please observe the following information.



## YOUR VISIT

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As a visitor or contractor we ask that you support us by:

- ▷ Ensuring you wear your visitor's badge at all times
- ▷ Keeping to the purpose of your visit
- ▷ Being mindful of your own behaviour in relation to pupils
- ▷ Waiting in the reception area until you are collected by the staff member you are visiting
- ▷ Reporting any concerns to reception immediately so they can contact the appropriate staff member

Please report to any member of staff if you witness any of the following:

- ▷ Any suspicious behaviour
- ▷ People coming onto the site without ID badges
- ▷ Any person in distress and not being attended to

## WHAT IS SAFEGUARDING?

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Every vulnerable young person and adult can be hurt, put at risk of harm or abuse, regardless of their age, gender, sexual orientation, religion, ethnicity or disability.

Ruskin Mill Trust has processes and procedures in place in order to help establish a safe learning and work environment, and to:

- ▷ Protect vulnerable young people and adults from maltreatment
- ▷ Prevent health or developmental impairment of vulnerable young people and adults

- ▷ Ensure that vulnerable young people and adults are growing up in circumstances consistent with the provision of safe and effective care
- ▷ Take action to enable all vulnerable young people and adults to have the best outcome

**EVERYONE HAS A  
RESPONSIBILITY FOR  
SAFEGUARDING**

**Please do not investigate but report your concerns directly to any member of staff so appropriate action can be taken**



# SAFEGUARDING TEAM

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▷ **ADAM  
LEATHWOOD**

Designated  
Safeguarding Lead  
07812 234 349



▷ **LONE  
HELLIWELL**

The Fold Manager  
Deputy  
Safeguarding Lead  
07812 234 372



▷ **SEAN WALKER**

Student  
Engagement Manager  
Deputy  
Safeguarding Lead  
07812 234 364



▷ **VIKKI KEENAN**

Head of  
Care Children  
Deputy  
Safeguarding Lead  
07805 304 260



▷ **LEE STAYMAN**

Residential  
House Manager  
Deputy  
Safeguarding Lead  
07807 740 818

## HEALTH AND SAFETY

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- ▷ Ruskin Mill Trust Health and Safety Policy applies to all visitors
- ▷ Fire/Emergency – on hearing the alarm, leave the building by the nearest exit and head towards the assembly point
- ▷ Do not re-enter the building until you are advised it is safe to do so
- ▷ Ruskin Mill Trust is a no smoking site except for designated areas
- ▷ Visitor car parking is available; vehicles and contents are left at the owner's risk
- ▷ If there is an accident or a first aid incident while you are on the premises, please report to reception so that appropriate assistance can be arranged
- ▷ Please ensure you sign in and out and return your pass to reception before leaving the site

## PREVENT

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If you are worried that a pupil is demonstrating extreme behaviour, is at risk of being radicalised or is vulnerable, please contact the Safeguarding Team for further advice.

**IF IN DOUBT, REPORT IT**



clervauxgardenschool

**CLOW BECK CENTRE  
DARLINGTON  
DL2 2TF**

Contact the Safeguarding Team or speak to any member of staff to raise a concern