



ruskinmill
sunfield

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

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 Sunfield 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 SUNFIELD

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



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YOUR VISIT

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?

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



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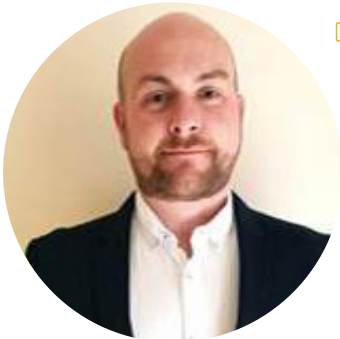
SAFEGUARDING TEAM



▷ **NIALL CRAWFORD**
Pastoral Manager
Designated
Safeguarding Lead
07977 020416
Ext No. 518



▷ **SARAH MARSHALL**
Head of Care and
Registered Manager
Deputy
Safeguarding Lead
07526 173666



▷ **TIM O'BRIEN**
Home Manager
Deputy
Safeguarding Lead
07526 173702



▷ **ZOE SWORDS**
Student
Engagement Manager
Deputy
Safeguarding Lead
07526 173660



▷ **CHRIS LORE**
Head of School
Deputy
Safeguarding Lead
07813 234694

HEALTH AND SAFETY

- ▷ 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

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



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**SUNFIELD
CLENT GROVE
WOODMAN LANE
CLENT
STOURBRIDGE
WEST MIDLANDS
DY9 9PB**

**Contact the Safeguarding Team on 01562 882253
or speak to any member of staff to raise a concern**