

Child Protection

The Designated Safeguarding Lead is Alan Simons, Prevent Officer and Acting Headteacher. Deputy Safeguarding Lead is Al Heggie, Deputy Prevent Officer, Designated Teacher for Children in Care (Looked After Children) and Assistant Headteacher.



Mr Alan Simons



Mr Al Heggie

Health and Safety

Frederick Hugh House regards the promotion of Health and Safety to be of the utmost importance for all personnel.

We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.

Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to a member of staff supervising your visit or contact reception who will inform a senior member of staff.

First Aid

If you require first aid during your visit, please contact reception or ask a member of staff to do so on your behalf.

On hearing the Fire Alarm

All staff, pupils, occupants of the buildings must respond to alarm activations.

1. Staff will supervise/affect the evacuation of pupils, staff and visitors to the designated assembly point (wall outside the front-gate).
2. Staff should visually check each room as they pass through to their nearest exit to check that no one has been left behind. Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route.
3. The last person to leave the classroom must close the door.
4. If you are in the lift when you hear the fire alarm, return back to the floor you entered the lift on and exit the building from the nearest, safe fire exit. If you are on the 2nd floor, go down to the nearest safe staircase and exit the building at the 1st floor. From the 1st floor exit, along the nearest external staircase. From the ground floor, leave from the nearest safe fire exit.

Guidance for adults visiting or working at Frederick Hugh House



**Please report to the School
Reception on arrival and
departure**

**Frederick Hugh House
48 Old Church St
Chelsea
London
SW3 5BY**

Tel: 020 7349 8833

Email: info@frederickhughhouse.com
www.frederickhughhouse.com

Safeguarding

Adults visiting or working at Frederick Hugh House play an important part in the life of the organisation, whether helping build or maintain the building or just visiting as part of the school's wider community.

We can all play a part in keeping our pupils safe. This is whether you are working as a contractor or sub-contractor or simply visiting the school. We must also take steps to keep ourselves safe. We want to promote safe practices for everyone on site. To ensure that safe practice is maintained, please follow this simple advice:

1. Unless it is appropriate and part of your visit, please do not instigate verbal or physical contact with pupils (this applies to both on and off site).
2. Any concerns about pupils' behaviour, report it to a member of staff immediately.
3. Do not photograph pupils or give personal information e.g. name, address, telephone number, email address, Facebook details.
4. Do not accept or respond to a pupil attempting to give you personal information.
5. Do not accept physical or verbal abuse from a pupil. Do not respond yourself, but report it immediately to a member of staff.
6. Please be aware that verbal interaction with pupils may be interpreted by them as offensive or harassment, even if this is not your intention.

7. Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst visiting the school, may have an impact on your employment or your ability to visit the school in the future.
8. Parents, volunteers and visitors are not permitted to use mobile phones on the premises in the presence of pupils, or to take photographs of pupils without the permission of the Headteacher or Associate Headteacher.

Types of abuse: Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. The types of abuse include: Physical, Emotional, Sexual and Neglect.

Female Genital Mutilation (FGM): You have a statutory duty to report to Police where FGM appears to have been carried out on a girl under 18.

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. The Designated Safeguard Lead (DSL) should be informed of any pupil that may be influenced or is being targeted.

CSE: Child Sexual Exploitation is the sexual exploitation of young people under 18. Young people receive 'something' (e.g. drugs, alcohol, gifts, affection) as a result of them performing and/or another or others performing on them, sexual activities.

What happens if:

You suspect a child is being abused, neglected or exploited:

1. Immediately inform the DSL.
2. Record and date facts which are relevant to your concern and pass these onto the DSL.
3. Do not investigate the issue yourself.

A child discloses to you abuse by someone else:

1. Allow the child to speak without interruptions, accepting what is said and without investigating further or asking leading questions.
2. Reassure the child that 'it is not their fault' and that they were right to tell you.
3. Record in the child's own words details of the disclosure and refer this immediately to the DSL. Do not investigate the issue yourself.

A member of staff has or may have harmed a child:

1. Immediately inform the Headteacher or Associate Headteacher of the allegation.
2. If the matter is about the Headteacher, inform the Proprietor.
3. Record the date and details of the allegation in writing.

This brochure is intended for use as a brief guide only. View the Allegations Flowcharts on school notice boards.