Safeguarding Procedures for Visitors and Volunteers

At Rutherford House School, we expect all staff, volunteers and visitors to share a common commitment to safeguarding and promoting the welfare of our children. Please do not hesitate to talk to any member of the staff listed below if you have any questions.



Our Safeguarding Team

Rob Farrell (DSL) Headteacher **Christina Cowen** (Deputy DSL) Deputy Headteacher **Rayanne Archer** (Deputy DSL) Assistant Headteacher **Mark Needham** (Deputy DSL) Year 5 Teacher/Phase Leader **Elliot Hopkin** (Deputy DSL) Year 3 Teacher/Phase Lead **Shannon McDonagh** HLTA/ Pastoral Lead

Sign-In & Identification

Badges: You must sign in at Reception, wear your visitor badge at all times and ensure it is clearly visible.

Lanyards: Red lanyards indicate visitors without full DBS clearance (must be escorted at all times). Blue lanyards indicate DBS-checked visitors.

Departure: Please sign out at Reception and return your badge before leaving.

Mobile Phones & Photography

Strictly Prohibited: The use of personal mobile phones, cameras or recording devices is not permitted in any area of the school without the express permission of the Headteacher.

Designated Areas: Phones may only be used in designated adult-only areas, such as the Staff Room or Main Office.

Code of Conduct & Physical Contact

Professional Boundaries: Maintain professional boundaries with pupils at all times.You should never be alone with a child and must only work with children in a public area of the school, such as a corridor or area with other staff present. If you have any questions around this, please speak to a member of the safeguarding team or office staff for clarification.

Toilets: Visitors must use designated adult-only toilets. Do not enter pupil toilet areas for any reason other than a medical emergency.

What to Do If You Have a Concern

If a child discloses information to you, or if you observe something that concerns you regarding a child's safety or wellbeing:

Listen: Listen calmly without promising absolute confidentiality or asking leading questions.

Report Immediately: Report your concern directly to the Designated Safeguarding Lead (DSL), or a member of the safeguarding team, before you leave the site. We may ask you to complete a safeguarding reporting form (paper copies are available at reception.

Do Not Investigate: Leave all follow-up actions to trained school leaders and statutory services. Be assured that the school takes all concerns seriously and will action them immediately in line with our statutory obligations and duties.

Please remember that any concern should be reported, even if you feel it might only be 'minor'. Our first priority is always the safety and wellbeing of our children and it is vital you communicate any concerns immediately. We are here to support you with any questions or concerns, no matter how small they may be. As a team, we would always rather discuss anything that you wish to raise so please- speak to us.

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