



ARCADIA  
BRITISH  
SCHOOL



# SAFEGUARDING SUPPORT

## IMPORTANT CONTACT DETAILS



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- You should be familiar with the school Safeguarding Policy and should have attended training on Safeguarding. When in changing rooms, you must not help children dress or undress and do not remain in a changing room with a single child left there.

**PE, Music and Dance, Swimming Teachers, Drivers, Volunteers and Assistant Teachers need to be aware of the extra considerations when working with pupils in these areas:**

- You may not help dry pupils except for helping with drying long hair. You need to be aware of who the Designated Safeguarding Lead (DSL) and the Deputy are, and how to contact them or senior staff both within or outside school hours whenever you are with pupils.
- Trips outside school need to be approved in advance including completed risk assessments.
- Drivers should not have a single child with them on a bus and there should always be an adult with them when children are on the bus/transport.
- Drivers should not take a child home on their own.
- Remember any outside visitors coming into school need to be supervised personally at all times.
- All volunteers used on a regular basis must be background checked and have an understanding of Arcadia's safeguarding policy and staff code of conduct.
- Someone coming in on a one-off or very occasional basis should be briefed on visitor code of conduct and be supervised at all times.
- Remember that in your subject area, touch may be appropriate as you help pupils. However, as a general rule, you should touch arms and shoulders only. You should not touch a child in private areas at any time.
- If you have individual or group lessons with any pupils from Arcadia outside school time, you must declare this to the DSL and to the Principal. This is important for your own protection.
- Please ensure you teach in areas with either the doors open or with doors with windows in, and do not allow yourself to be in areas where no one can see you when passing by.



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