



# *Safeguarding Information for VISITORS*

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play.”

(Keeping Children Safe in Education,  
DfE, UK, 2019)

Passion for Excellence in  
Education



The First Urban District, El Banafseg Area,  
New Cairo, Egypt



0223082612(3) - 01030700888 - 01020688885  
HOTLINE: 15065

---

# Welcome to The Royal British International School

---

*As a visitor to our school it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this leaflet.*

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities.

## **Principals**

- ▶ Mr. David Meaker (Whole School)
- ▶ Ms. Liz Deakin (Secondary)
- ▶ Ms. Wendy Routledge (Primary)

## **Designated Safeguarding Lead**

- ▶ Ms. Wendy Routledge

## **Deputy Designated Safeguarding Leads**

- ▶ Ms. Liz Deakin
- ▶ Ms. Summer Hassan
- ▶ Ms Alia Abu el Naga (for Arabic language)

## **Managing Director**

- ▶ Ms. Alia Abu El Naga

## **President of The Royal School Board**

- ▶ Mr Amr Kamal Amr

---

# General Safety Information

---

## **Fire and emergency evacuation**

If the alarm sounds, follow signs and Fire Exit Plan (found to the right of the door) to exit by the nearest fire exit and make your way to the Evacuation Muster Point on the Main School Field. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

## **First Aid**

Our School Doctor is on duty every day. Additionally, some of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. Any pupil illness or injury must be reported to a member of The Royal School staff immediately.

## **Accidents and Incidents**

Please report any accident to a member of The Royal School staff immediately.

## **Use of school internet**

All users of the school systems and Wi-Fi must comply with The Royal School's E-Safety and Data Protection policies. Please ask the Principal for details, if needed.

## **Visitor Responsibilities**

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check/ Police Check (this may be a letter from an employer to confirm the appropriate check has been obtained).
- All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site.
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in.
- All visitors must sign out and hand in the ID provided when leaving the school site.

## **What is Abuse?**

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/ adults or another child or children.

## **What to do if you are worried about a pupil:**

You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads. The Royal School Front Desk team will make arrangements for you to speak to them if you cannot locate them.

## **What to do if a pupil makes a disclosure:**

- React calmly, listen without displaying shock, disbelief or making judgements.
- Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead.
- Reassure the pupil, but only so far as is honest and reliable.
- Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator.
- Keep accurate notes (record the date, time, place, your observations and exactly what the pupil has said).
- Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead.
- Follow the school Safeguarding/Child Protection Policy and procedures at all times.

## **What to do if you have concerns about a member of staff**

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the department Principal (or Deputy in absence of the Principal). If your concern is about the Principal, you must report this to the Vice President of The Royal School Board. The Front Desk Team will assist you in contacting them.

## **What to do to keep yourself safe**

- Always speak to pupils calmly and respectfully
- Avoid physical contact with pupils unless you are preventing them from harming themselves or others

- Avoid being alone with any pupil – you should not do so unless there is a specific reason to do so and other staff are aware.
- Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Designated Safeguarding Lead).
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- Never have contact with a pupil on social media.
- Never use a personal mobile phone or camera around pupils.
- Never discuss confidential information outside of school or on-line.

