



# Safeguarding

## Important information for visitors

### Arriving and leaving

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The person you are visiting is responsible for collecting you from reception. Please sign in and wear your visitor pass at all times while on the premises. Anyone found without displaying a pass can be challenged by a staff member and escorted back to reception. We ask you to help safeguard our young people and vulnerable adults by:

- Signing in and out at reception
- Visibly wearing your visitor pass
- Remaining in the area that you have permission to access
- Not accessing areas of the college unsupervised unless you have prior permission to do so
- Returning your pass when you leave



### Safeguarding young people and vulnerable adults/adults at risk

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We have a duty to keep all our learners safe while at College. We have a special duty to make sure that young people under the age of 18 and vulnerable adults are kept safe. If you are concerned about the safety or wellbeing of any learner during your visit, please let your host, security or reception staff know immediately.

### Prevent and British values

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We promote British values at the college and work together with learners, external partners and the community to build resilience and limit risk to radicalisation to ensure we are safeguarding all our learners in a positive environment.



## In the event of a fire

- Sound the fire alarm immediately at the nearest call point

### If the Fire alarm is sounded (A continuous siren)

- Leave the building by the nearest available Fire Exit and proceed to the assembly point
- Ensure that learners under your control evacuate the building without delay and lead them to the assembly point
- Fire Marshals will quickly check that their areas are evacuated, but if you see any loiterers advise them to leave the building immediately
- Report anyone you believe to be remaining in the building, and any obstruction you may have come across, to the Fire Controller at the assembly point

## Health, safety and first aid

If you see an accident or feel unwell and need a first aider, please speak to a security guard who will be able to help you.

Please follow all health and safety signs while at the College and the instructions of security staff in an emergency.

### Safeguarding Team:



**Laura Ryan**  
0207 501 5853  
(Room B023)



**Gemma Dickson**  
0207 501 5324  
(Room C032)



**Rochelle McDonald**  
0207 501 5715  
(Room C032)

## What do you think of our services?

We welcome your comments which will help us to develop our services. If you have any suggestions or opinions that could help improve the quality of your visit, please complete the section below and hand it to the Reception Desk as you leave.

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