

- Do not use any bad language, swear words or any language that might cause offence in the hearing presence of a student;
- Do not make any comment or jokes about a student's personality, gender, ethnic status, appearance/looks, family, religion, etc.
- Do not offer to give a student a lift home in your car.

Uckfield Community Technology College is a **NO Smoking** site, this includes e-cigarettes.

Visitors must be accompanied at all times by a member of staff if they do not have an Enhanced DBS which is valid and acceptable to the College. The College holds DBS issue dates and disclosure numbers on its Single Central Record.

All visitors are required to wear a 'visitor' badge provided by Reception whilst on site.

All visitors are required to sign in and out of the College visitor book.

Facilities

All visitors should use the toilet located next to the main Visitor Reception. Once you have been met by the member of staff with whom you have an appointment then they will be able to guide you to other staff toilets around the site.

I have read this leaflet and understand the guidelines.

Signed
 Print
 Date

Emergency Evacuation

DO NOT evacuate the building on hearing the alarm for the first time unless you are aware of the emergency, as the alarm will be silenced after a short period of time. When you hear the alarm sound for the second time move swiftly to evacuate the building remembering to remain silent at all times and moving towards the 'Assembly Point' on the upper play ground between the Sixth Form Study Area and the netball courts where you will be roll called.

DO NOT use the lift to aid evacuation of the building and if you are disabled or unable to manage the stairs please move to the nearest refuge zone where assistance will arrive shortly.

**We are ALL responsible for
 Child Protection.
 Do you know what to do?**



**How we safeguard children
 at
 Uckfield Community
 Technology College**

We must work together to protect and safeguard our students and young people. Staff, Governors, Visitors, Volunteers, Parents and Carers can all help by:

- Providing a safe learning environment for our students and young people to develop and achieve;
- Raising awareness and identifying a student or young person who might be at risk of suffering significant harm;
- Taking swift and appropriate action to ensure that our students and young people are kept safe in College and at home.

Guidelines for Visitors

Please act swiftly if you believe a student or young person is at risk of suffering or is suffering significant harm. You **MUST** do the following:

- 1) Make a note of what you have seen or been told.
- 2) Do not ask any leading questions and do not cross-examine the student.
- 3) Do not physically examine the student (other than in an emergency when no first aider is available).
- 4) Never promise to keep “secrets”. Explain that you can listen to the student, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect students and young people. Reassure them that they can be helped and kept safe.
- 5) Be discreet – do or say nothing that may place the student or yourself at risk.

6) Act quickly and ask to speak to the designated Child Protection Officer:

Andrew Wright, Deputy Principal



Or

Ange Kirby, Lead Practitioner



The College’s nominated governor responsible for Child Protection is: Paul Stephens

If your concern is urgent and you cannot find the designated Child Protection Officer, please contact Hugh Hennebry, Principal via Reception by dialling ext 1200 on any internal phone.

Please **do not** email or leave a message as this may delay action.

Disclosure relating to a member of staff

If your concern relates to a member of staff, this must be shared as soon as possible with the Principal and nothing should be said to the colleague involved.

The College has four key policies which relate to Safeguarding:

- Safeguarding
- Child Protection
- Social Media Policy
- Use of Mobile Phones in College

These policies contain more detailed information about safeguarding students and can be provided on request. All staff, visitors and volunteers should protect themselves by following these guidelines. Safe professional practice is vital for ensuring that you do not place yourself at risk of allegation of

abuse. Remember it is how your actions might be perceived!

Remember!

If you are concerned that you or someone you know may be being abused, neglected or exploited, please say something. Everyone is responsible for preventing abuse by raising any concerns they have – it really is ‘Everyone’s Business’. Abuse and neglect could be prevented if concerns are identified and raised as early as possible. It is important that everyone knows what to look for, and who they can go to for advice and support. Changes in someone’s physical or emotional state, or injuries that cannot be explained, may be a sign of abuse.

Guidelines for Working with Young People & Protecting Yourself Against Allegations of Abuse

- You may only be alone with a student or move around college unaccompanied if you have an Enhanced DBS which is considered valid by UCTC;
- Never be alone with a student unless it is arranged and requested specifically by a member of UCTC staff;
- Do not touch a student or be tempted to provide a comforting hug;
- Do not take or give out any personal information to a student such as a mobile number, address, personal email etc.;
- Do not mention or share any information about any social media site or app that you use;
- Do not connect with a student through any social media site or app;
- Do not arrange to meet with a student unless it is at the request of the College;