

Allegations Against Staff

- Allegations should be reported to the **Principal or Safeguarding Lead, Toni Beck**
- If the concerns are about the Principal please inform the Chair of Governors.

The Barnet and Southgate Safeguarding Team

Hotline: 0203 764 4077



Toni Beck



Jo Colvin-Slee



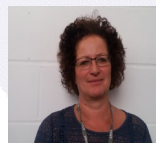
Alice Fitzhugh



Zoe Medcalf



Aisling Grant



Vanessa Howe




**Barnet
Southgate
College**



Safeguarding and Health & Safety:

A brief guide for visitors

Welcome

Welcome to Barnet and Southgate College. We hope that your visit is enjoyable and safe.

Barnet and Southgate College recognise its responsibilities to keeping everyone safe, safeguarding and Health & Safety. Please help us by reading and complying with the guidance inside this leaflet. If you have any questions, please do not hesitate to ask a member of staff.,

Equality and Diversity

Barnet and Southgate College is committed to achieving equality and diversity for all its learners, staff and the broader community it serves. We welcome, celebrate and value the diversity of our learning community and seek to promote an inclusive learning and working environment where everyone can achieve to their full potential. We have a zero tolerance of discrimination, harassment or bullying of any kind.

Security

All visitors of Barnet and Southgate College must report to the Reception on arrival. The college has security officers at the main campuses and they are available to assist you .

As a visitor you will be asked to sign in and be given a badge that must be worn at all times so that staff and learners can see you are a visitor. If you are a regular visitor to the college, we still ask that you sign in on each occasion. Please note that all sites are covered by CCTV.

Health and Safety

Fire: In the event of a fire, you must leave the building as quickly as possible by the safest route and wait at the assembly point. Do not attempt to go back into the building for coats, personal items or anything else unless you have been told that it is safe to do so. **NEVER ASSUME IT IS ANYTHING ELSE, BUT A REAL ALARM.**

Smoking: In order to promote a safe and healthy working environment and meet the requirements of European and UK legislation, Barnet and Southgate College operate a 'No Smoking' policy. All visitors, contractors and staff are required to abide by this policy and only smoke in the designated areas.

First Aid: In the event of an accident, visitors can seek first aid in the college. Please contact Reception who will direct you to an appropriately trained staff member.

Duty Principal

Please note that there is a daily Campus Duty Principal should you have serious concerns not covered in this leaflet. Please speak to Reception for more details.

Safeguarding*

Safeguarding is everybody's business. We all have a responsibility to safeguard and promote the welfare of our learners. The College is committed to that responsibility and aims to create and maintain a safe environment for all learners, staff, and visitors.

Statutory guidance 'Keeping children safe in Education', July 2015 defines Safeguarding as 'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18.'

It also states that, 'where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.'

We also have responsibilities to support and protect vulnerable adults ie learners over 18 years old who present as being at significant risk.

**Safeguarding also covers our duty to protect learners from all forms of radicalisation, extremism and terrorism. If you witness or hear anything that you are concerned about or come across any images or documents which could be related to this please contact the Duty Principal or Safeguarding team.*

Disclosure of abuse by a learner

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief, simply accept what is being said.
- Allow the learner to talk freely, listen rather than ask direct questions.
- Reassure the learner, but do not make promises that might not be possible to keep
- Do NOT promise confidentiality, but explain to the learner that you have to tell a Safeguarding Officer in order for you to help them. Make them aware that their disclosure will be reported only to those that need to know and can help.
- Do NOT interrogate or ask leading questions but tell them that it was right to tell.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to a Safeguarding Officer to enable the matter to be dealt with appropriately

It is important to remember a learners details must remain confidential and any discussion that you feel you need to have to help the learner should not lead to identification , unless consensual