



## Safeguarding Guide for Visitors

The NCS is committed to keeping our students safe, happy and well. Our Safeguarding and Child Protection Policy sets out what is expected of us in terms of protecting the welfare of our students and maintaining their emotional wellbeing. We also work hard to ensure that health and safety is of paramount importance.

This document offers a brief insight into some of the policies and procedures that may affect you as a visitor to our school. Further information can also be found on our website.

We hope you enjoy your time with us, and if you have any questions that are not addressed within this document, please feel free to approach the school office, where a member of staff will be happy to help.

### Security

All visitors must report to Reception and sign in using our electronic visitor system. A photograph of your face will be taken, and a visitor ID pass generated. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students.

Visitors will be issued with either a **green** or **red** lanyard.

A **green** lanyard will be issued to any visitor who has a DBS certificate. Visitors will be required to inform the school of their DBS number and issue date in advance of the visit or produce their certificate at reception.

A **red** lanyard will be issued for visitors with no DBS certificate. Visitors with red lanyards will not be allowed to work unsupervised with students. Visitors with red lanyards are not allowed to walk around the school unaccompanied.

Please log out of our visitor system at the end of your visit and return the lanyard and holder.

### First Aid

Should you require first aid while visiting our school, please report to reception. Several of our staff are trained first aiders and are equipped to provide medical assistance where necessary. The school office will ensure that you are seen by a designated First Aider as soon as possible.

### Fire and Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- Do not take any personal risks.

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - Durant*



@thencs



@ncs6th



'thencs6'



# Newham Collegiate Sixth Form Centre (The NCS)

326 Barking Road, East Ham, London, E6 2BB | 0203 011 4114 | enquiries@sixthform.london | sixthform.london

- Lift services will not be operational during a fire evacuation.
- You must not re-enter the building until told it is safe to do so.

## Visitor Conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

- All visitors must be professionally dressed, and faces must be visible when on the campus site.
- The use of expletives or innuendo is not permitted by staff or students, and we expect the same of our visitors.
- Visitors should avoid disclosing any personal information to students, including contact numbers, e-mail addresses, and details of social media or networking accounts. Visitors should also abstain from discussing personal relationships with students or making unprofessional comments.
- Our school promotes equality and diversity and forbids any form of discrimination on the basis of ethnicity, gender, sexual orientation, religion, disability or social class. We would ask that visitors embrace this ethos when visiting our schools, and if they witness any form of discrimination taking place, to report this to the school office immediately.
- Visitors are prohibited from taking photographs whilst on the school site.
- Visitors will use the unisex toilets when on site.
- The NCS operates a no smoking and/or vaping policy. Please do not smoke and/or vape anywhere on the campus site.

*The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, students, governors or other visitors.*

## Safeguarding

Adults visiting play an important part in the life of the school. You can play a part in keeping students safe whilst visiting the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead (Ms Markoulides) and/or the Principal, who can be contacted via reception. Do not discuss your concerns with the student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead child protection of your concerns immediately.

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - Durant*





# Newham Collegiate Sixth Form Centre (The NCS)

326 Barking Road, East Ham, London, E6 2BB | 0203 011 4114 | enquiries@sixthform.london | sixthform.london

- The Designated Safeguarding Lead and Principal will ensure all concerns are looked in to and appropriate actions are put in place.

For further guidance, the school's Safeguarding and Child Protection Policy is available on our website under the 'policies' tab.

**Thank you for helping to keep the NCS safe.**

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit."* - Durant

