



## Safeguarding Information for Visitors

### Who to contact and what to report:

If you are alerted to any signs of abuse and neglect during your visit please follow our Safeguarding procedures, by asking to speak to our Designated Safeguarding Lead (Dr Liz Fancourt) or our Deputy Designated Safeguarding Lead (Mrs Ellen Sanders) and to ensure that all students receive effective support and protection.

If a student tells you something that suggests they are at risk of harm, inform them that you must pass the information on to the appropriate member of staff.

If you become concerned about a student's immediate safety, notify the nearest member of staff and tell them why you are concerned.

You should not question the child further about the disclosure and this could compromise future investigations.

### Interacting with Children:

You must be professional and careful in their interactions with children, as a child's interpretation of words or actions can differ.

You should not be alone with a child or in a private, unobserved space. If working with a child, ensure the door is open or they are visible to others.

There should be no physical contact with children unless it's necessary to prevent harm to themselves or others.

### Prohibited Activities:

Mobile phones and recording devices must be switched off and you cannot take photos, videos, or sound recordings of pupils unless you have obtained specific permission from Next Steps.

You must wear a **visible identification badge** at all times.

You must **sign in** at reception upon arrival and **sign out** when departing, and **return your visitor pass**.



## School Policies

You can access the school's full safeguarding and child protection policy and whistleblowing policy, which is available on the Next Steps Education Ltd website.

## Fire Alarm

If you discover an outbreak of fire, you should, without hesitation, sound the nearest fire alarm or raise the alarm.

## Evacuation

On hearing the alarm, leave the building by the fire exits and make your way to the assembly point. Do not re-enter the building until instructed to do so.

## Assembly Point

This is situated on Bridgeland Street opposite the building.

## For Lockdown and Rear Evacuation

Please listen for verbal instructions.

## Devon County Council Multi Agency Safeguarding Hub (MASH)

If you think a child is at risk of significant harm or want to talk about your concerns about a child or family, you can contact 0345 155 1071. Calls are confidential and you can choose to remain anonymous. Lines are open Monday-Thursday 9am-5pm and Friday 9am-4pm.

If you need help outside of these hours or at weekends or bank holidays, please call the Emergency Duty Service on 0345 6000 388.

If you have concerns that a child or young person is at immediate risk of harm, you should contact the Police on 999.