

KEEPING YOURSELF AND STUDENTS SAFE

To protect yourself, our learners and vulnerable adults who are based on our site, we ask you to follow our guidelines:

Do not initiate verbal or physical contact unless it is appropriate and part of your agreed reason for a visit.

Do not give personal information to students such as your mobile number or personal email address.

Do not give students details of your personal social network accounts or engage in communication using personal social media.

If a student makes a disclosure to you, do not promise confidentiality, and report this to any of the designated safeguarding contacts (posters displayed around college.)



PREVENT

- We work in partnership with our local authorities to help prevent terrorism.
- If you see or become aware of a person acting suspiciously please report it immediately.
- If you see or become aware of a suspicious package or item, please notify a member of staff or report it to reception immediately.
- We encourage you not to ignore anything you see, hear or read which causes concern for the safety of our learners, vulnerable adults or staff.



SAFEGUARDING ADVICE FOR VISITORS





SAFEGUARDING YOUNG PEOPLE

Adults visiting the college are an important part of our community life. You can play a part in keeping students safe while visiting the college.

Please ensure your visitor ID is visible at all times during your visit.

When should you raise a concern?

If you see a learner in distress or a learner discloses something that may indicate they are at risk contact any of the safeguarding team. (See posters displayed on site for contacts.)

if you recall something following your visit which you feel we should be aware of, please email your concern to **NSFCOffice@newcastlesfc.ac.uk**

FIRE SAFETY

In the event of a fire alarm please follow the college evacuation procedure and leave the building by the nearest exit. You will be accompanied from site wherever possible to our designated assembly point.

Do not re-enter the building until you are advised to by a fire warden.

HEALTH AND SAFETY

Familiarise yourself with the health and safety guidance which is available from reception on arrival.

Take care of your own health, safety and wellbeing when on site.

Use any appropriate Personal protective Equipment (PPE) as requested by your main contact whilst on site.

Never put yourself or others at risk of harm or injury.

FIRST AID

If you need first aid or feel unwell please tell your host or report to the reception hub.

