

Safeguarding and Health and Safety Guidelines for Visitors and Contractors

The College community is committed to providing a safe and healthy environment for everyone who uses our facilities. Responsibility for ensuring health and safety and adhering to safeguarding policies lies with every individual on the campus.

The College also has a legal obligation to ensure that all visitors/contractors carry out their functions safely.

Safeguarding and Child Protection Statement

Safeguarding is the College's primary responsibility, and all stakeholders are responsible for doing their utmost to keep students safe. The College is fully committed to meeting its obligations under the legislative framework and always maintaining a culture of vigilance.

Visitors who have not been cleared for unsupervised access will always be accompanied and all visitors are strictly forbidden from taking images/videos on College grounds unless authorised to do so and written consent has been provided.

Managing a Safeguarding Concern

If a visitor/contractor has a safeguarding observation or a student makes a disclosure, they must follow these steps:

1. Never promise confidentiality – It is not possible to guarantee to a student that a disclosure of abuse will be kept confidential.
2. Please communicate the matter to the nearest member of staff who will liaise with a Designated Safeguarding Lead.
3. If you are concerned about the conduct of a member of staff (whistleblowing), following an observation or disclosure, the concern must be immediately reported to the Designated Safeguarding Lead or the Principal.
4. If your concern arises outside of the College day, please email safeguarding@esher.ac.uk or if the situation requires immediate action, please report to your local authority single point of access or the appropriate emergency service.

Designated Safeguarding Leads

Designated Safeguarding Lead: Kate Parsons (Assistant Principal – Student Services and Communication)

Office: B115

Deputy Designated Safeguarding Lead: Robin Hester (Director of Safeguarding and EDI)

Office: B114

Deputy Designated Safeguarding Lead: Declan Mason (Director of Student Development and Behaviour)

Office: B114

Deputy Designated Safeguarding Leads: Kareema Hilaly/Emma O'Brien

Office: B004/B005

Visitors are required to wear a college ID lanyard at all times.

The College's Safeguarding and Child Protection Policy can be found on the website.

Emergency evacuation:

- If the fire alarm sounds, you should leave the building by the nearest exit and assemble either by the flagpole at the front of the College, or in the student car park at the rear. Do not re-enter the building until instructed to do so by the Fire Officer.

Lockdown Protocols:

- In the event that a College-wide lockdown is required, an announcement will be made via a speaker system and messages will be displayed on College computer screens.
- Visitors should go with the member of staff accompanying them to the nearest available building.
- Once inside:
 - Hide if there is a risk of danger
 - Lock or barricade doors where possible
 - Switch off lights
 - Take cover, away from doors/windows
 - Keep mobile phones on silent
 - Run only as a last resort
- The lockdown will be lifted via computer screen and speaker messages.

Accidents

- All accidents/dangerous occurrences must be reported to the Health and Safety Officer.

Hazardous substances

- Should you need to bring any hazardous substances into the College, this must be cleared with the Health and Safety Officer in advance.

Illness

- Do not enter the College site if you think you have an infectious disease.