

## Safeguarding and Safety Information for Visitors

Please help us by reading and complying with the guidance contained in this leaflet which is intended to ensure your health and safety whilst at Petroc.

Please report to reception. You will be issued with a visitor badge and lanyard and are required wear this at all times when on site. Please return the badge and sign out when leaving.

### Security

All visitors, volunteers, trainee teachers and contractors coming into the College must report to reception.

As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that staff and students can see you are a visitor. Depending on the circumstances you may also be asked to show any identification and your Disclosure and Barring Service (DBS) certificate.

If you are a regular visitor to Petroc you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge.

### Fire and Evacuation

If you have a host they will explain and guide you through any emergency procedures. If you are in Petroc for the day please ensure you read the evacuation notice in the room you are in.

If the two-tone alarm sounds

- All personnel are required to proceed quickly to the nearest evacuation point.
- Do not re-enter the buildings until a fire warden (easily identified by a hi-visibility vest) states it is safe to do so.
- If you evacuate, the assembly points are clearly marked and fire marshals are easily identified as they will be wearing florescent jackets.
- All vehicular movement to cease.
- No smoking during an evacuation.
- Do not use lifts.

Please note there is an alarm test every Wednesday at 08.15.

### First Aid

We have several first aid staff, easily identified by their green first aid lanyards. Please alert a member of staff if you feel unwell and they will call for assistance for you on extension 8124 or 01271 338124.

### Health and Safety

Contractors must ensure that they are fully conversant with the conduct and safety rules and regulations to be observed by contractors working on site.

### Accessibility

Petroc's campuses have been adapted to be accessible. Please ask for an accessibility map at reception and let us know if you have any support needs we can help with.

### Smoking

Smoking cigarettes or e-cigarettes is only permissible in the designated smoking areas.

### Parking at Petroc

There are a few pre-bookable visitors parking spaces and disabled parking space are available near the front entrance of the College. If you have a pre-booked parking space please inform the receptionist of your vehicle registration number, upon your arrival.

Parking is payable per day at Parking Ticket Machines, allocated in each car park. Please note that car parks are regularly checked by an external company.

## Photographs

Visitors are not permitted to take any photographs of learners when on site.

## Safeguarding on Site

If you have any concerns that a learner may be at risk of harm report it immediately to Safeguarding team who can be contacted via reception. Do not discuss your concerns with the learner and do not attempt to carry out an investigation. Whilst on college grounds you will see posters on display highlighting the designated Safeguarding Team

The Designated Safeguarding Lead for Petroc is:  
Jane Hanson, Vice Principal Quality Curriculum and Learners.

We politely request that you do not:

- initiate verbal or physical contact with learners unless it is appropriate and part of the agreed reason for your visit,
- give any personal information to learners such as your mobile number, personal email or address,
- or engage in any communication with learners using social networking sites.

## Safeguarding Principles

At Petroc the health, safety and well-being of learners is of paramount concern to us. We listen to our learners and take seriously what they tell us. We want to work in partnership with parents and employers to help each learner achieve their full potential and make a positive contribution to the world they will be part of in the future.

To promote a safe environment for learners, our selection and recruitment procedure includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service checks, as governed by current legislation.

## Visiting Speakers at Petroc – protocol

All external agencies and speakers must read the visiting speakers agreement –

- Petroc will assess the suitability and effectiveness of input from external agencies or individuals via the External Visiting Speakers Approval form to ensure that:
- Any messages communicated to learners support fundamental British Values and Petroc's values.
- Any messages communicated to learners are consistent with legislation and Petroc's values and ethos and do not marginalise any communities, groups or individuals.
- Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of learners.

We recognise, however, that the ethos of Petroc is to encourage learners to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our learners recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help learners develop critical thinking skills needed to engage in informed debate.

# Thank you for helping to keep Petroc safe

Petroc is committed to safeguarding and promoting the welfare of learners and expects all staff visitors and volunteers to share this commitment. We are committed to the equality of opportunity for all.

March 2017