

Safeguarding Information for Visitors

Cowes Enterprise College – An Ormiston Academy are committed to Safeguarding and meeting the needs of all members of the academy.

The academy has a Child Protection and Safeguarding Policy that is available on our website. We follow the guidance and protocols of the IWLSCB (Isle of Wight Local Safeguarding Children Board), the recent Keeping Children Safe in Education and the Government Working together to Safeguard Children documents.

This leaflet documents useful advice for you as a visitor to our Academy with regard our safeguarding practices and what to do if you have a concern.

My responsibilities as a Visitor:

Everyone that comes into contact with students is responsible for their own actions. We all have a duty to safeguard and promote the welfare of students. Visitors must act promptly to report if they witness anything which could give rise to a concern.

If you hear, see or read anything which gives you cause for concern about a child, please ask at reception to be able to report your concerns to the **Child Protection Designated Officer** for the Academy – **Mrs Jemma Harding**, via reception on: **01983 203103**.

DBS Checks:

All staff, supply and regular visitors are subject to a Criminal Record Check through the Disclosure and barring Service (DBS). Upon arrival to our academy, all the above will be asked to provide evidence of recent DBS and proof of identity to verify their eligibility to work with students. If accepted you will be issued with a black Lanyard and card for identification around the academy. Other visitors will be accompanied by a member of academy staff at all times and requested to wear a red lanyard and identification card.

Signing in and Out:

All visitors **must** sign in at reception where there will be an identification card and lanyard issued. This must be worn at all times during your visit to our academy. Visitors must sign out and return the lanyard at the conclusion of their visit.

Fire Evacuation and Lockdown Procedures:

The Fire Alarm is signalled by a continuous bell.

If you discover a fire, press the nearest fire alarm button and inform a member of staff. Fire evacuation doors are clearly marked throughout the academy and the evacuation assembly point is the netball courts behind the academy building. Please then report to the Fire Attendance officer in the Purple Hat who will have the visitor log for checking off.

No one may re-enter the building once the alarm has sounded until the all clear has been announced and the bells are turned off.

A Lockdown bell will sound for a Lock down situation. Quickly and silently make your way to the nearest room and keep yourself low to the ground and out of site from windows and doors. All doors to offices should be locked from the inside. Remain calm.

No one may leave their 'lock down position' until the all clear message has been given and the sound has been turned off.

WORRIED ABOUT A CHILD?
If you are worried a child is being harmed or is at risk, please contact the Children's Reception Team.
Tel: **0300 300 0117**
at any time, day or night (24 hrs)
In an emergency ring 999

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

At CEC the following people have special responsibility for Child Protection:

<p>Mrs Kitley Principal rkitley@cowesenterprise college.org.uk</p>		<p>Mrs Harding Vice Principal jharding@cowesenterprise college.org.uk</p>	
<p>Mrs Jupe Safeguarding and Agency Co-Ordinator mjupe@cowesenterprise college.org.uk</p>			
<p>Mr Doherty Vice Principal ddoherty@cowesenterprise college.org.uk</p>		<p>Mr Rice Vice Principal rrice@cowesenterprise college.org.uk</p>	

If you have any concerns, please speak to one of the Senior Safeguarding Team and follow the Academy Safeguarding Reporting processes.

Thank you for your support in keeping our children safe.

We welcome feedback from your time at our Academy. Please see reception for a feedback form.