

# LIPA SIXTH FORM COLLEGE

## Essential Safeguarding Information for visitors 2021/22

In accordance with Keeping Children Safe in Education (2021), the safeguarding of our students is the responsibility of everybody at or who visits LIPA Sixth Form College.

If you see anything that concerns you in relation to a child's safety, this must be reported immediately to a staff member.

In the first instance, please notify Charlotte Whelan at reception who will alert Victoria Smith, Designated Safeguarding Lead and/or Amy Deane, Deputy Designated Safeguarding Person. *(For 2021/22 Deputy Designated Safeguarding Lead is Lyndsey Healey)*

Essential action for all visitors:

If there is the potential for you to have any unsupervised contact with students during your visit, you must provide LIPA Sixth Form College with evidence that you have been DBS- checked.

You can do this in one of the following ways:

- send a scanned copy of your DBS check in advance of your visit to:  
[admin@lipasixthformcollege.org](mailto:admin@lipasixthformcollege.org)
- bring a copy of your DBS check to present to reception when you sign in.
- bring your DBS number to be recorded by reception staff when you sign in.

**If you do not provided details of a DBS number, you must not have unsupervised contact with students.**