

LIPA
SIXTH FORM
COLLEGE

Essential safeguarding procedures for visitors

In accordance with *Keeping Children Safe in Education (2018)*, 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 Julie Humphreys at reception who will alert Victoria Smith, Designated Safeguarding Person and/or Amy Deane, Deputy Designated Safeguarding Person.

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: enquiries@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.