

VISITOR PROCEDURE:

Uxbridge College has a safeguarding system in place. Visitors to the College will be given a red lanyard and must be accompanied at all times. Other personnel at the College will be represented by wearing lanyards marked Staff or Students.



FIRE PROCEDURE:

When the fire alarm sounds please evacuate the building immediately via the nearest fire exit and move to an assembly point. Your host will direct you to the nearest assembly point. Visitors in wheelchairs should stay at the nearest refuge point during a fire evacuation.

Uxbridge Campus -

- ▶ Grassed area either side of entrance road
- ▶ Gatting Way car park

Hayes Campus -

- ▶ Car park
- ▶ Public open space park, College Way

Once assembled please do not leave the College without letting your host know. Once the College has been checked by the Fire Brigade and deemed safe, staff and their guests will be directed back inside. Students will then be asked to follow.

FIRST AID

The College has a number of qualified First Aiders who can be obtained by ringing Reception on:

**EXT: 3307 - UXBRIDGE OR
EXT: 3601 - HAYES.**



**MAKE SURE YOU ARE AWARE
OF THE NEAREST FIRE EXITS.**



Updated 2022

UXBRIDGE COLLEGE

SAFEGUARDING FOR VISITORS

Uxbridge College is committed to safeguarding and promoting the welfare of young people. We expect all staff, volunteers, students and visitors to share this commitment.



A DEFINITION OF SAFEGUARDING:

Safeguarding and promoting the welfare of children is defined as:

- ▶ Protecting children from maltreatment
- ▶ Preventing impairment of children's health or development
- ▶ Children includes everyone under the age of 18
- ▶ Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child
- ▶ Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

TYPES OF ABUSE AND NEGLECT:

- ▶ **Abuse: e.g. maltreatment of a child**
- ▶ **Physical abuse: e.g. hitting / shaking**
- ▶ **Emotional abuse: e.g. ridicule / bullying**
- ▶ **Neglect: e.g. failure to meet basic needs**
- ▶ **Sexual abuse: e.g. forcing a child to take part in sexual activities.**

SPECIFIC SAFEGUARDING ISSUES:

Expert and professional organisations are best placed to provide up-to-date guidance and practical support. The NSPCC offers information on the TES website and also on its own website www.nspcc.org.uk

Colleges can also access broad government guidance on the issues listed below via the **GOV.UK** website:

- ▶ **bullying including cyber bullying**
- ▶ **child sexual exploitation (CSE)**
- ▶ **sexual harassment**
- ▶ **domestic violence**
- ▶ **drugs**
- ▶ **fabricated or induced illness**
- ▶ **faith abuse**
- ▶ **female genital mutilation (FGM)**
- ▶ **forced marriage**
- ▶ **gangs and youth violence/county lines**
- ▶ **gender-based violence/violence against women and girls (VAWG)**
- ▶ **mental health**
- ▶ **private fostering**
- ▶ **radicalisation**
- ▶ **sexting**
- ▶ **teenage relationship abuse**
- ▶ **trafficking.**

LOOK OUT FOR SIGNS OF RADICALISATION:

- ▶ Engagement with a new group, cause or ideology
- ▶ Changing style of dress, appearance or language to accord with a group
- ▶ Day to day behaviour becoming centred around extremist ideology.

WHAT TO DO IF YOU HAVE ANY CONCERNS ABOUT SAFEGUARDING/RADICALISATION:

If you have any concerns please go to Reception who will put you in touch with our Safeguarding Officers.



PUBLIC INTEREST DISCLOSURE 'WHISTLEBLOWING' PROCEDURE:

If you have any concerns about suspected malpractice please go to Reception who will put you in contact with the Vice Principal's office.



THE DESIGNATED MEMBERS OF STAFF FOR SAFEGUARDING ARE:



Gavin Hughes
Designated Safeguarding Lead



Kiran Rami



Sharon Bell



Sharon McCann



Shelley Cawley



Liam Plumridge

If you are worried about anything please contact one of the Safeguarding Team. Call Reception and ask for Safeguarding Team:

UXBRIDGE RECEPTION
01895 853307

HAYES RECEPTION
01895 853601

EMAIL:
studentsupport@
uxbridgecollege.ac.uk



Elaine Roche

