

SAFEGUARDING

NSCG

NEWCASTLE
AND STAFFORD
COLLEGES GROUP

**VISITOR SAFETY
AT NSCG**



WELCOME TO NEWCASTLE AND STAFFORD COLLEGES GROUP (NSCG)

Here at NSCG we aim to provide a safe environment for everyone on-site, and that includes our visitors'. We ask that you complete the visitor log when you arrive and wear a badge at all times, signing out of the campus when you leave.

SAFEGUARDING:

We are committed to safeguarding and promoting the welfare of young people and vulnerable adults, be it a student, member of staff or visitor. We have a dedicated safeguarding team to ensure that students and visitors' alike feel safe in the College environment. **If you see or become aware of anything that concerns you regarding keeping our students safe, please contact the main reception or the safeguarding lead Lesley Morrey, on 07970737709.**

SMOKING:

It is prohibited to smoke when on-site when in any of the buildings, outdoor spaces, or in the general area around the buildings.

HEALTH & SAFETY:

If you have an accident, are injured or taken ill, please contact your host or main reception. We aim to provide a safe working environment for staff, students and visitors and you are requested to co-operate in helping us to keep high standards and safe practices.

EMERGENCY PROCEDURES:

All of our premises are adequately equipped with a fire alarm system. In the event of this being activated, a bell will be sounded. If this happens, you must evacuate the building, by the nearest safe emergency exit. Once outside the building follow other evacuees to the assembly point until further instructions are given.

If you are required to evacuate and have a disability which may cause you difficulty (e.g.mobility, impaired vision or hearing), it is important to advise the person you are visiting as this will ensure that you are kept safe.

In the event that the College activates the lockdown procedure visitors' must follow the instructions of the staff member they are visiting, until a time in which the College is deemed safe and no further risk is posed.

SECURITY & LANYARDS:

Security barriers are in place at the College to ensure everyone's safety and security. When you first arrive at the College, you'll be given a lanyard which you will need to wear at all times when on-site.

PREVENT:

We aim to protect all students from all forms of radicalisation and extremism as part of the College duties to safeguarding students. Under the prevent duties, NSCG work with the Staffordshire Police Prevent team.

IF YOU SEE OR BECOME AWARE OF ANYTHING THAT CONCERNS YOU REGARDING KEEPING OUR STUDENTS SAFE, PLEASE CONTACT THE MAIN RECEPTION OR THE SAFEGUARDING LEAD, LESLEY MORREY ON 07970737709.