

SAFEGUARDING

AN IMPORTANT NOTICE FOR ALL STAFF, STUDENTS AND VISITORS



All visitors to the College will be issued with a visitors' lanyard and a 'Safeguarding Information Card'. **YOUR VISITORS' LANYARD MUST BE WORN AT ALL TIMES WHEN ON THE COLLEGE SITE.** Please report to our main reception if you do not have a lanyard or have misplaced the one given to you on arrival.



We are committed to taking action to safeguard and promote the welfare of young people and vulnerable adults receiving education and training at the College. If you feel at any time vulnerable at college or have any worries or concerns tell a member of staff who you feel comfortable talking to. All of our staff have been trained in safeguarding and our Designated Safeguarding staff are:

- > **Safeguarding Lead: Lesley Morrey, 01785 275407**
- > **Deputy Safeguarding Lead: Denise Haney, 01782 254249**
- > **Duty Deputy Lead: Joanne Lawton, 01782 254383**



If you believe that there is an unauthorised individual on site, contact a member of staff immediately. All staff, students and visitors should wear their lanyards and photo IDs **AT ALL TIMES.**



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- > **Duty Deputy Lead: Sarah Hicks, 01785 275454**



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