



### **Safeguarding Guidelines for Visitors, Contractors and Guest Speakers**

Newham College is committed to safeguarding children and vulnerable adults.

Children are all students under the age of eighteen, adults at risk are those learners who are or may be, in need of community care services by reason of mental health support needs, disability, age or illness; and who are or may be unable, to take care of themselves or unable to protect themselves against exploitation.

The College has a comprehensive safeguarding policy to which all College staff are required to adhere. The College also requires all contractors and visitors to the College to have a commitment to comply with College safeguarding procedures.

Visitors and contractors are required to sign in at reception and sign a declaration, they will be issued with the safeguarding leaflet. The College will where necessary check that visitors and contractors have been DBS checked.

1. Where a visitor or contractor is on the premises for business that does not involve learners, visitors or contractors should avoid contact with learners. Contractors or visitors should not engage learners in a personal conversation or attempt to strike up a personal relationship for any means, including shared interests.
2. Where a visitor or contractor is on the premises for a meeting with learners or to provide a service to learners the following guidelines should be followed:
  - One to one situations with students should be avoided, and may only be entered into after prior agreement by the student and a member of staff
  - Visitors or contractors may only be given students' telephone or contact details where they relate to a service for students. Personal telephone numbers or email addresses should not be given to students.

If a student approaches a contractor or visitor to make a declaration that they are at risk or a visitor or contractors observes something that is not in line with the staff or student code of conduct then this should be passed immediately to the contractor or visitor's contact person in the College. Alternatively, they can contact the Head of Student Experience Zaakir Akhtar or Deputies, Karen Donovan and Fizha Ahmed. All disclosures must be reported to college staff rather than to staff in the visitor or contractor's organisation.

If the college is holding one of the following events

- Open Events for new applicants
- Large joint events for external organisations or members of the public
- Main enrolment
- Interview or assessment events

then a separate process will be followed:

1. Reception will issue visitors with a sticker, stating date
2. Visitors will be collected in groups by a member of staff (if college is open for lessons) or signposted to the location of the event (if college is closed for lessons)
3. Visitors will leave at the end of the event and staff will check location to ensure everyone has left
4. Staff will accompany visitors to toilets if college is open for lessons

**Any concerns about a Visitor or Contractor should be directed to the Safeguarding Team immediately.**