

CHILD PROTECTION

- If you have any concerns about a child/ learner during the school day you must fill in a Lilac concern form.
- These are available in the main office, house and department offices.
- Immediately return the form to the nearest house office/ main reception.

Do not leave the premises without logging your concern

We trust you have an enjoyable visit and look forward to welcoming you again.

Contact:-

Lead CP Officer is Lynn Riches .
Internal direct dial is 2812
Email – lriches@elycollege.co.uk

Ely College, Downham Road, CB6 2SH
Phone: 01353 667763
Email enquiries:
office @elycollege.co.uk
principal@elycollege.co.uk

Ely College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, volunteers and visitors to share this commitment.

We welcome any comments you may have following your visit today. Please write in the space provided and hand in at the main reception.

Date:

Time:

Welcome to



ELY COLLEGE

Safety Procedures, including Safeguarding and Child Protection

Please ensure that your identification or visitor's badge is visible at all times

We request that all visitors take a few moments to read the information in this leaflet and become familiar with our key staff, policies and procedures

Thank you

“Our aim is to provide a safe and secure environment for staff, students, volunteers and visitors”.

If at any time during your visit you have a concern about the safety or well being of a student/ learner this should be reported to a member of staff. At Ely College we have a core team who have responsibility for Safeguarding and Child Protection.

Any important information or concerns can be passed to:

- Lynn Riches

Lead Child protection designated officer (Ext . 2812)



- Sam Haworth

Child protection designated officer
Assistant Principal (Ext. 2814)



- Debbie Knott

Child protection designated officer
Isolation & Behaviour Manager
(Ext. 2909)



- Sheila Branch

Child protection designated officer
Senior Tutor(Ext. 2833)



- Stuart Patman

Child protection designated officer
Bishop Laney Sixth Form Achievement Leader
(Ext. 2808)



- Clare Lucas

Child protection designated officer
Attendance and Welfare Officer
(Ext. 2824)



Fire Procedures

In the event of a fire or evacuation a continuous alarm will sound.

All staff, students and visitors should calmly leave the building by the designated exits and proceed to the assembly point , (the all weather pitch). Visitors will be escorted to the assembly point by their host.

Lockdown Procedures

In the event of a lockdown:-

Amber Situation- This is where we will require you and students to stay indoors but lessons will continue where possible while further information is cascaded.

Red Situation- This is where we require you to sit on the floor and where possible under their desk. In this situation secure the entrances to the room and you will be required to remain silent until a senior member of staff has confirmed that the situation is over or further instructions have been given.

Health & Safety

We strongly believe that it is everyone's responsibility and duty to report faults and hazards to someone in authority. If you notice something that causes concern, please notify a member of the site team or reception.

PREVENT

Ely College is fully committed to supporting the duty to protect young people from the risks of radicalisation. Should you have any concerns with this regard, or wish to find out more, please ask to speak with Mrs Riches.

- All students/learners have a right to feel safe in our school
- Our school does not tolerate any form of bullying
- We will work together and support each other so that we are all safe
- We will challenge language and behaviour that discriminates against others, including sexist, racist and homophobic language
- We will act responsibly when online, or when communicating through technology

First Aid

There are four House offices across the college and trained First Aiders are available at each of these points. If a student, visitor or member of staff requires medical attention please proceed to the nearest House office, or Reception.

Smoking

Ely College is a strictly no smoking site. Smoking is prohibited throughout the site, including the grounds. This also applies to the use of e-cigarettes.

Equality & Diversity

Ely College is committed to actively promoting equal opportunities and celebrating diversity. We welcome the support of all visitors in continuing to develop this aspect of our work.

Anti-Bullying

Ely College actively promotes respectful relationships and seeks to ensure that all students feel safe and secure in school. Incidents of bullying are rare but any concerns should be reported to a member of staff. Each of our student signs an 'anti bullying PLEDGE' that supports healthy relationships.



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