

# SAFEGUARDING REFERRAL PROCEDURE

You notice indicators of possible harm or abuse.

You are told that someone has been harmed, is at risk of harm or is worried.

Complete the safeguarding referral form on the college website by scanning the QR code or by visiting this link:



[barnetsouthgate.ac.uk/safeguarding/safeguarding-referral-form](https://barnetsouthgate.ac.uk/safeguarding/safeguarding-referral-form)

Early in the conversation tell the person that you will need to contact the Safeguarding team.

Listen to them carefully and do not promise confidentiality.

Record all facts on the safeguarding referral form via the college website.

A designated member of staff will consult with college staff, Police, Local Authority MASH team and any other relevant agencies within 24 hours of receiving a referral.

A decision will be made to formally investigate your concerns and contact will be made to the person identified as at risk.

Staff or visitors who make a referral may receive feedback on our response in line with GDPR and confidentiality.

Those identified as at risk will be informed at each stage of our enquiry and any referrals made to external agencies.

If you would like to discuss further, please contact the Safeguarding team:

 [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk)

 020 3764 4077 (not 24 hours)

Designated Safeguarding Lead: Chalene Scott

It is important to apply this procedure with sensitivity and remain calm. It is extremely important to maintain the confidentiality and privacy of the person involved and to only communicate with those that need to know.

The Safeguarding team will also provide any feedback or strategies to support you and the student.

# SAFEGUARDING AND HEALTH & SAFETY



## VISITOR GUIDE

2024-2025

## WELCOME

Welcome to Barnet and Southgate College.

At Barnet and Southgate College we recognise our responsibilities to Safeguarding, Health & Safety and ensuring everyone feels safe and welcomed into the college community.

To ensure our campus remains safe and welcoming, we request that everyone is vigilant and report identified risks or harm to students, staff and other visitors.

To report a concern, visitors can complete a safeguarding referral via the college website or speak directly to our Safeguarding Team via email or call:

 [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk)  020 3764 4077 (not 24 hours)

## EQUALITY AND DIVERSITY

Barnet and Southgate College is committed to promoting equality and diversity for all students, staff, and the broader community it serves. We welcome, celebrate, and value the diversity of our learning community and aim to create an inclusive environment where everyone can reach their full potential. We maintain zero tolerance for discrimination, harassment or bullying of any kind.

## SECURITY

All visitors to Barnet and Southgate College must report to Reception upon arrival. College security officers at the main entrance are available to assist and direct you. As a visitor, you will be asked to sign in and will receive a visitors lanyard that must be worn at all times for identification by staff and students. If you are a regular visitor to the college, we still ask that you sign in on each visit. Please note that all sites are monitored by CCTV.

## HEALTH AND SAFETY

**Fire and Evacuation:** Your host will explain and guide you through any emergency procedures. In the event of a fire, quickly exit the building via the safest route and proceed to the nearest assembly point. Do not attempt to go back into the building for coats, personal items or anything else unless you have been told that it is safe to do so. **NEVER ASSUME IT IS ANYTHING ELSE, BUT A REAL ALARM.**

**Smoking and Vaping:** In order to promote a safe and healthy working environment and meet the requirements of European and UK legislation, Barnet and Southgate College operate a 'No Smoking' policy. All visitors, contractors, staff and students are required to abide by this policy and only smoke in the designated areas. This policy also applies to e-cigarettes and vaping.

**First Aid:** In the event of an incident, including accidents, feeling unwell and near misses, visitors can seek first aid in the college. Please contact Reception who will connect you with a trained staff member.

To report any concerns or request further Health and Safety information, visitors should email:

 [H&Sdept@barnetsouthgate.ac.uk](mailto:H&Sdept@barnetsouthgate.ac.uk)

## DUTY PRINCIPAL

Please note that there is a daily Campus Duty Principal should you want to raise any serious concerns not covered in this leaflet. Please speak to reception staff for more details.

## SAFEGUARDING

We all have a responsibility to safeguard and promote the welfare and safety of our students. The College is committed to that responsibility and aims to create and maintain a safe environment for all.

Statutory guidance 'Keeping Children Safe in Education 2024' defines Safeguarding as supporting children's needs as soon as an issue arises, protecting them from maltreatment (including online), preventing impairment of their health or development, ensuring safe, effective care and helping them achieve the best outcomes.

The College also has responsibilities to support and protect vulnerable adults at risk i.e. students over 18 years old with SEND needs or those who work with a care professional.

\*Safeguarding also covers our duty to prevent students from being drawn into any form of radicalisation and extremism. If you witness or hear anything that you are concerned about or see any posters or documents which promote extremist views/ideologies which incite hatred please contact the Duty Principal and report to the Safeguarding Team.

## DISCLOSURE OF ABUSE BY A STUDENT

Whilst this can be an alarming situation, it's essential to know how to offer appropriate support:

- **Listen** and provide a confidential space with minimal disruption so the student can speak and communicate discreetly. Students should feel their best interests are being always considered.
- **Record** and make a full written record of the disclosure using the safeguarding referral form on the college website. Provide as much details of your concern such as dates, times, location of incident, and full factual details of the risk of harm.
- **Report** concerns to the Safeguarding team in writing within 2 hours using the safeguarding referral form on the college website or contact the Safeguarding team on:  
 [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk)  020 3764 4077 (not 24 hours)
- **Refer** once the Safeguarding team have received your referral we will refer the student for support to mitigate and reduce any further risk of harm.

Key points to note:

- **Do NOT promise confidentiality** but provide reassurance to the student telling them their disclosure will be taken seriously and shared to those that need to know.
- **Do NOT interrogate** or ask the student to make a written statement. Listen to their concerns and take into consideration they may not recognise their experiences as harmful.

**It is important to remember the student's details must remain confidential but will be shared in line with GDPR and information sharing protocols.**

Visit the webpage to read the safeguarding policy and access the referral form:

[www.barnetsouthgate.ac.uk/safeguarding](http://www.barnetsouthgate.ac.uk/safeguarding)

