

### SAFEGUARDING INFORMATION FOR VISITORS

Welcome to Keats Engineering and Education Ltd. We are committed to ensuring the safety and wellbeing of all students, staff, and visitors. Please support our safeguarding procedures by following these guidelines.

			
<p><b>Designated Safeguarding Lead</b>  <b>Tom Wiles</b>  <a href="mailto:t.wiles@keatsee.com">t.wiles@keatsee.com</a></p>	<p><b>Deputy DSL</b>  <b>Gavin Rothery</b>  <a href="mailto:gavinrotherykeatsee@gmail.com">gavinrotherykeatsee@gmail.com</a></p>	<p><b>Deputy DSL</b>  <b>Tina Connell</b>  <a href="mailto:tinaconnellKeatsee@gmail.com">tinaconnellKeatsee@gmail.com</a></p>	<p><b>Deputy DSL</b>  <b>Kelly Wiles</b>  <a href="mailto:kellywileskeatse@gmail.com">kellywileskeatse@gmail.com</a></p>

#### Key Safeguarding Contacts

*If you have any safeguarding concerns, report them immediately to the DSL or Deputy DSL.*

#### Visitor Responsibilities

- **Sign-In:** Register upon arrival and wear your visitor badge.
- **Supervision:** Do not be alone with students unless authorised.
- **Confidentiality:** Keep any information you see or hear confidential.
- **Mobile Devices:** No personal phone or recording device use around students.
- **Emergency Procedures:** Follow staff instructions and proceed to the assembly point.

#### Recognising and Reporting Concerns

Report immediately if you notice:

- Physical, emotional, or sexual abuse
- Neglect or malnutrition
- Inappropriate relationships or behaviour
- Bullying or harassment

#### How to Report:

- Speak to the DSL or Deputy DSL immediately.
- Provide clear details of what you observed or heard.

#### Prevent Duty

We protect students from radicalisation and extremism. Report any concerns to the DSL.

#### Health & Safety

- Follow all health and safety rules and report any accidents, injuries, or hazards to staff.