

## Meet the Team



Head of Safeguarding (Designated Lead)  
**Preya Dhanecha**



Deputy Designated Senior Lead (Vice Principal)  
**Sophia Martin**



Principal  
**Jonty Archibald**



## Visitors' Guide to Safeguarding at Global Academy

September 2022 onwards

## Dear Visitor,

Welcome to the Global Academy!

We aim to ensure that everyone who visits the Academy is fully aware of our very important safeguarding procedures so please take some time while you are waiting, to read and understand the contents of this leaflet.

This information is designed to make you aware of what it means to safeguard our students and yourself while you are at the Academy.

If you require any help with reading or understanding this leaflet, then please feel welcome to ask our Reception staff who will be happy to assist you.

The term 'Safeguarding' refers to the holistic approach we take in ensuring the safety of our staff, students and visitors in the context of preventing the abuse of young people. It also refers to ensuring as adults visiting the Academy, you are aware of our procedures should you have any concerns about a student as well as ensuring your own protection through our robust procedures.



## Signing in and out

All visitors must sign in at reception. Visitors will be issued with a pass which must be worn and fully visible at all times that you are in the building. When leaving the Academy, all visitors must sign out on the screen at reception.

Any visitor working with our students must produce an original DBS certificate. This includes (but is not restricted to) Social Workers from outside the Borough of Hillingdon, counsellors, staff from other educational establishments and guest speakers.

Failure to show our reception staff a valid DBS certificate may result in you not being able to work with our students unaccompanied by a Global Academy staff member.

## What do I do if a student says something that invokes concern about their safety or wellbeing?

1. Listen
2. Do not promise confidentiality
3. Report immediately (see below)
4. Record details of what was said or what you saw as soon as possible.

## How do I report my concerns about a student?

Please ask our Reception staff to alert a member of our Safeguarding Team and report your concerns to them at the earliest convenience. You may be asked to subsequently put your concerns in writing.

## How do I safeguard myself by ensuring my behaviour is always appropriate?

Appropriate relationships with students should always be based on mutual trust and respect with a healthy and appropriate professional/personal balance. Taking videos or photos around the Academy is not permitted unless it forms part of agreed workshops/activities.

Do not exchange personal contact details with students including obtaining their personal social media details. This includes our students who are over 18 years of age. As a Media based UTC, Global Academy recognises the use of public social media pages for prolific figures within the media industry and in doing so trusts that public social media profiles are managed appropriately by the account holder.

## Key Documents and Resources

[Global Academy Safeguarding Policy](#)

[Department for Education: Keeping Children Safe in Education \(2022\)](#)

[Department for Education: Working Together to Safeguarding Children \(2022\)](#)

[Department for Education: The PREVENT Duty](#)

[NSPCC](#)

