



No child should suffer harm of any form, either at home or at school. Everyone who works or visits our school has the responsibility to make sure that all our students are safe.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to Marlborough. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Senior Lead in school who will act in the best interests of the child.



## Other General Information

**Fire and emergency evacuation:** If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the tennis courts. Our staff will direct you.

**First Aid:** Please ask at Reception if you need assistance.

**Accidents and Incidents:** Please report these to Reception.

**Access to the Internet:** All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Network Manager for details.

**Visitors' Toilets:** Located on the head teacher's corridor. Please ask at Reception for directions.

**Parking and Disabled Access:** Limited parking is available in our car park, but spaces can be reserved if necessary.

Marlborough is dedicated to ensuring that we promote British values throughout our school.

These being :

Democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs. We expect all of our community to uphold these. More information is available on our website



## CONTACTS

Designated Safeguarding Team

Ms Annie Thomson

(Headteacher) EXT 324

Mr James Griggs

(Assistant Headteacher) EXT 333

Mrs Wendy Aylward

(Intervention Inclusion Officer) EXT 339

Miss Myrian Pounas EXT 386

(Director of Learning) Year 7

Miss Louise Bullock EXT 378

(Intervention manager)

The school supports and promotes the safeguarding of children and is an equal opportunities employer.

THE MARLBOROUGH SCIENCE  
ACADEMY

Watling Street, St Albans, AL12QA





*On arrival to our school you will be asked to sign in and wear an identification lanyard and badge. This must always be worn and visible to all around our site.*

*Please do not be offended by this. It forms part of our safeguarding procedures.*

*All our staff wear named The Marlborough Science Academy Badges.*

*Please ensure that you sign out and return your lanyard at reception when you leave.*

## THE MARLBOROUGH SCIENCE ACADEMY SAFEGUARDING

### Safeguarding Advice for visitors to Marlborough

The Marlborough Science Academy has a Safeguarding Policy and a copy of this is available from our website.

#### WHAT SHOULD I DO IF I AM WORRIED ABOUT A STUDENT?

If whilst working with a student you become concerned with any of the following.

- Behaviour /demeanour.
- Unusual comments.
- Evidence of physical harm.

Then please report these concerns to one of the named Designated Senior Lead (DSLs).

The office will assist you with finding and liaising with one of the DSLs immediately.

#### WHAT SHOULD I DO IF A STUDENT DISCLOSES THAT SHE/HE IS BEING HARMED?

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by them.

Forms for the recording of information of this nature are available from the school office and should be completed and handed in person to a Designated Senior Lead so that the information can be discussed immediately.

Following this discussion the DSL will ensure that the matter is dealt with in the most appropriate way. Please ensure that you have signed and dated the form.

#### WHAT SHOULD I DO IF THE ALLEGED ABUSER IS A MEMBER OF THE SCHOOL STAFF?

You should report the allegations to the Headteacher.

#### WHAT SHOULD I DO IF THE ALLEGED ABUSER IS THE HEADTEACHER?

You should report the allegations to one of the Designated Senior Leads who will notify the Chair of Governors.

#### HOW DO I ASSURE MY BEHAVIOUR IS ALWAYS APPROPRIATE

Appropriate relationships with students are always based on mutual trust and respect.

Do not photograph students, unless requested to by the class teacher, exchange emails or text messages, or give out your own personal details.

The NSPCC whistle blowing number is 0800 028 02 85. [help@nspcc.org.uk](mailto:help@nspcc.org.uk)