



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 have any concerns about a young person in our school, you must report this to a DSP either by phone, on MyConcern (the schools safeguarding reporting system) or via the email address [DSP@marlborough.herts.sch.uk](mailto:DSP@marlborough.herts.sch.uk).



## 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 Internet & Network Usage Policy. Please ask Reception for details if required.

**Visitors' Toilets:** Located on the headteacher'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.



**The Marlborough Science Academy**  
*'shaping futures'*

## CONTACTS

Designated Safeguarding Team

Headteacher

Ms Annie Thomson EXT 324

Designated Safeguarding Lead (DSL)

Mr James Griggs EXT 333

Designated Safeguarding People (DSPs)

Ms Jo Bustin EXT 383

Miss Myrian Pounas EXT 386

Miss Louise Bullock EXT 378

Miss Lisa Eastwood EXT 385

Mr Doug Eve EXT 377

Mrs Emma Hicks EXT 364

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 /demeanor.
- Unusual comments.
- Evidence of physical harm.

Then please report these concerns to one of the named Designated Senior People (DSPs).

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 via [DSP@marlborough.herts.sch.uk](mailto:DSP@marlborough.herts.sch.uk), and please ask reception to find a member of the safeguarding team to speak with as well. This must be recorded before you leave site.

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.

Please help to safeguard the children in our care by following these guidelines. THANK YOU

Thank you for the time you have taken to read this information.