

Safeguarding - Information for Visitors

We have a number of vulnerable adults amongst our student body and at certain points of the year run classes for children/ young people on our premises.

Definition of 'child' and 'young person'

For the purposes of this our Safeguarding Policy, the terms 'child' and 'young person' are interchangeable and refer to anyone who has not yet reached their 18th birthday.

Definition of 'vulnerable adult'

For the purposes of our Safeguarding Policy, a 'vulnerable adult' or 'adult at risk' is anyone over the age of 18 who requires or receives health care, personal care, social care, assistance with general household matters or with transport due to their age, an illness, or a mental or other disability, or assistance in their welfare or financial matters, and who is unable to protect him or herself against significant harm, abuse or exploitation, including being drawn into terrorism.

The safety of vulnerable/protected groups is accorded utmost priority and is the shared responsibility of all staff at Art Academy London. All members of the Academy's community, including vulnerable/protected groups should be free to work, learn and develop their potential without fear of violence, abuse or exploitation within the Academy environment, irrespective of their age, gender, disability, racial origin, religion, belief and sexual orientation; they will be valued and their rights to protection and safety fully respected.

The following are examples of the types of abuse covered by our Safeguarding Policy; the list is not exhaustive:

- **Physical abuse:** actual or likely physical injury or suffering.
- **Emotional abuse:** actual or likely severe adverse effect on the emotional and behavioural development caused by persistent or severe emotional ill-treatment or rejection.
- **Neglect:** failure to protect a vulnerable person from exposure to danger, or ongoing failure to carry out important aspects of care.
- **Bullying and harassment:** conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- **Sexual abuse:** actual or likely sexual exploitation, particularly where the perpetrator holds a position of influence and/or trust.

Any of the above list will be regarded as abuse whether perpetrated in the 'real' world or by the misuse of electronic means of communication such as email, texting, or social media, including image sharing networks, and the internet in general.

Requirements of visitors

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this document in full and the statement on the reverse of their visitors badge on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Photographs are not to be taken unless by prior agreement .
- Be respectful, fair and considerate of others.
- Remember children or vulnerable adults may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with students, ensure you are visible to others.
- All visitors must sign out at Reception

If as a visitor, you have any concerns about anything you witness (with regards to safeguarding), you should speak to the Designated Safeguarding Officer (the Director of Academic Quality, Standards & Student Experience - darren@artacademy.org.uk) (or the Director of Operations in their absence- liz@artacademy.org.uk). A safeguarding referral form is available as an appendix to the full [Safeguarding policy](#), on our website.

The DSO can be contacted in an emergency outside of these times via the Evening and Weekend Duty Officers on 02074076969.

Our full [Safeguarding Policy](#) is available on our website, or as a printed version by request from reception.

This document is intended for visitors during normal academic hours (including holiday periods). Where such visitors will undertake activities dealing directly with students from a vulnerable/ protected group, they will be issued with the full Safeguarding Policy and accompanying Safeguarding Procedures & Guidance, which they must abide by. Those who are to have regular contact with students will be required to complete a DBS check.

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Approved by	Board of Trustees	Date of approval	Pending