



**AMPLEFORTH**  
COLLEGE

## Information for Visitors



Ampleforth College, York, YO62 4ER

01439 766000

# Welcome to Ampleforth College

I would like to welcome you to Ampleforth College. Adults visiting or working at the College play an important part in the life of the school; hospitality is one of our six Benedictine Core Values. Everyone has a part to play in ensuring the safety and wellbeing of our community whilst working at, or visiting, the College. The following key operational procedures and measures are in place to safeguard everyone on site. Please take a moment to read them and ensure you adhere to them at all times during your visit.



Jon Mutton, Head

## For your safety and security, please note the following:

- All visitors and contractors coming onto the College site must **sign in** in Reception where you will be met by your host. You must sign in on each occasion you visit the school unless you are a parent dropping off a student, collecting them, or attending a prearranged houseparent meeting.
- Ensure that you **wear your visitor's badge at all times**
- Where visitors have parked on the College site, they must ensure their **registration details** are provided when they sign in.
- All visitors must **sign out** and hand in the ID badge and lanyard provided when leaving the College site.
- All visitors attending the site in a professional capacity should be prepared to provide formal identification and, where required, evidence of their Enhanced Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).
- As a visitor you have a responsibility to care for your own Health & Safety and that of others
- If the **fire alarm** sounds, comply with all instructions given by the appointed Fire Wardens and evacuate the building by the nearest exit

- If you discover a fire, raise the alarm and follow the evacuation procedure posted in your area
- All accidents and near misses must be reported to Reception or host employee who will follow Ampleforth College's notification of accidents procedures
- Ampleforth College operates a **no smoking** policy. Please do not smoke anywhere on the College site.
- If you need **first aid or feel unwell**, please alert your host employee who will contact the infirmary (6760)

## As a visitor to the College you must:

Adopt high standards of personal conduct when working with pupils and behave in a manner which is a role model to students.

Not discuss or make inappropriate or insensitive remarks to students. Avoid confrontation, demeaning or humiliating behaviour.

Treat information about students confidentially

Avoid physical contact with students.

Avoid where possible one-to-one situations with students. If this is not possible, ask for guidance.

If you are one-to-one with a student, ensure there is visual access or an open door so that others can see you. Where possible advise a colleague.

## Safeguarding guidance for Visitors to the College

All visitors to Ampleforth College have a responsibility for the safeguarding of pupils. All adults must remember that the welfare of the children is the paramount consideration in our College.

Ampleforth College has a clear Safeguarding policy that is updated annually in line with Keeping Children Safe in Education and other official guidance. This and other material is available upon request from reception.

If you have a safeguarding concern or concern for the welfare regarding a child, young person or adult at risk please alert an Ampleforth College member of staff immediately. Do not discuss your concerns for the student, and do not carry out an investigation.

If a student makes a disclosure to you, please speak to the Designated Safeguarding Lead or a Deputy Safeguarding Lead immediately. If you need to record a disclosure:

- Use the child's exact words
- Do not promise confidentiality
- Reassure them that they have done the right thing

Do not investigate - record information and pass to the Designated Safeguarding Lead or a Deputy Safeguarding Lead immediately.

## Safeguarding Team



**Matt Glendon-Doyle**  
Designated Safeguarding  
Lead  
01439 766434  
07896 006862  
[mgd@ampleforth.org.uk](mailto:mgd@ampleforth.org.uk)



**Miriam Cook**  
Deputy Designated  
Safeguarding Lead  
01439 766077  
07581 044842  
[mcco@ampleforth.org.uk](mailto:mcco@ampleforth.org.uk)



**Angie Carey**  
Deputy Designated  
Safeguarding Lead  
01439 741116  
Or on Teams  
[alc@ampleforth.org.uk](mailto:alc@ampleforth.org.uk)



**Ceri Dent**  
Deputy Designated  
Safeguarding Lead  
01439 766735  
Or on Teams  
[cmrd@ampleforth.org.uk](mailto:cmrd@ampleforth.org.uk)



**Catherine Skinner**  
Deputy Designated  
Safeguarding Lead  
01439 741114  
Or on Teams  
[crs@ampleforth.org.uk](mailto:crs@ampleforth.org.uk)

Thank you for your cooperation. Should you have any further queries during your visit, please direct them to Reception.



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