

## Fire & Lockdown Procedures

In the event of a fire or evacuation, a continuous alarm will sound. All staff, students, volunteers and visitors should calmly leave the building by the designated exits and proceed to the assembly point on the playground at the rear of the school. Visitors will be escorted to the assembly point by their host.

In the case of specific threat that requires the building to be secured – a lockdown will be initiated, and a longer intermittent alarm will be triggered. All visitors should ensure they lock/secure the space they are in and place themselves out of site as best possible. The end of a lockdown will be determined by the fire alarm.

## Health and Safety

We strongly believe that it is everyone's responsibility and duty to report faults and hazards to someone in authority. If you notice something that causes concern, or if you have any first aid requirements, please notify a member of the site team or main reception.

## Prevent

Vista Academy Littleport is fully committed to supporting the duty to protect young people from the risks of radicalisation. Should you have any concerns with this regard, or wish to find out more, please ask to speak to our Prevent Lead, Tom Seaton; [tseaton@vista.tela.org.uk](mailto:tseaton@vista.tela.org.uk)

## Anti-bullying

Vista Academy Littleport actively promotes respectful relationships and seeks to ensure that all students feel safe and secure in school. Incidents of bullying are rare, but any concerns should be reported to a member of staff.

## Smoking / Vaping

Vista Academy Littleport is strictly a no smoking site. Smoking is prohibited throughout the site, including the grounds. This also applies to the use of vapes.

## SAFEGUARDING

- General visitors will be issued with a **red** lanyard and those with safeguarding checks in place will be issued with a **black** lanyard.
- If you have any concerns about a student during the academy day you must fill in a "Safeguarding log of concern" sheet (known as a **Pink Form**)
- These are available at Reception
- Immediately return the form to Reception for the attention of the Designated Safeguarding Lead
- If after leaving you have new or further concerns contact the school immediately and ask for the Designated Safeguarding Lead; if it's out of school hours, please email: [safeguarding@vista.tela.org.uk](mailto:safeguarding@vista.tela.org.uk)
- Alternatively, if you feel that you would like to raise/report a concern to an agency outside of the school, please telephone:

Cambridgeshire County Council

0345 045 5203



## Visitors Safety Procedures including Safeguarding



Please ensure that your visitors badge is **visible at all times.**

We require all visitors to sign in at reception and read the information in this leaflet and become familiar with our key staff and our safeguarding policies and procedures.

Thank you

Vista Academy Littleport is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, volunteers and visitors to share this commitment.

## Respect towards staff

Vista Academy Littleport will not tolerate abuse, offensive language or threats made against any of its staff. Offenders will be asked to leave site and further action may be taken.

# Safeguarding at Vista Academy Littleport

## Information for Visitors

The safety of all young people and adults at Vista is our priority and as such, we expect any person visiting this site to inform the school if they have concerns over a child's safety and wellbeing. All concerns should be directed to the schools [Designated Safeguarding Lead, Rose Cornelius](#). If the lead person is not immediately available, concerns can be reported to any member of the Safeguarding Team. Alternatively, please contact a member of the reception team who will call for a member of the safeguarding team in order to report your concern. If you need to report a concern, out of school hours please email [safeguarding@vista.tela.org.uk](mailto:safeguarding@vista.tela.org.uk)

### Concerns about staff

If you have a concern about a member of staff, please report to the Head of School. If you have a safeguarding concern regarding the Head of School, please report your concern to the CEO of the Eastern Learning Alliance: Mrs Lucy Scott; [lscott@tela.org.uk](mailto:lscott@tela.org.uk)

If Lucy is unavailable, you must contact The Local Authority Designated Officer (LADO) [LADO@cambridgeshire.gov.uk](mailto:LADO@cambridgeshire.gov.uk) or telephone: 01223 727967.

### Concerns about children

If you feel that you would like to raise/report a concern about a child to an agency outside of the school, please use one of the following contacts:

Cambridgeshire County Council –  
0345 045 5203  
[ReferralCentre.Children@cambridgeshire.gov.uk](mailto:ReferralCentre.Children@cambridgeshire.gov.uk)

Cambridgeshire Police - 101

## Our Safeguarding Team



**Rose Cornelius**  
Deputy  
Headteacher DSL  
Online Safety Lead  
Inclusion & Diversity  
Lead  
Designated Teacher  
for CIC



**Vicki Simms**  
Inclusion Manager, DDSL  
Domestic Abuse Lead



**Karen Lonsdale**  
Deputy Headteacher



**Clare Eastwood**  
Deputy Headteacher



**Faye Low**  
Head of Year 10



**Nick Harrison**  
Head of School



**Tom Seaton**  
Pastoral Manager  
Prevent Lead



**Will Riggs**  
Assistant Headteacher  
SENDCo



**James Mortlock**  
Assistant Headteacher  
Behaviour Lead