

MCS VISITOR SAFEGUARDING AND SAFETY NOTICE

Welcome to Magdalen College School

MCS is committed to safeguarding and promoting the welfare of every child.

Safeguarding is everyone's responsibility.

By entering the School, you agree to follow the requirements below. If you are unsure about anything, please speak to Reception or your MCS host.

Safeguarding contacts

Designated Safeguarding Lead	David Bennett, Director of Pastoral Care (DSL)
Deputy DSLs	Ben White, Usher; Tim Skipwith, Head of Junior School; Christine Kelly-Eldridge, Deputy Head of Junior School (Pastoral); Rob Hemingway, Head of Lower School; Tim Cooper, Head of Middle School; Sally Pearson, Head of Sixth Form
Contact	dbennett@mcsoxford.org , 07741 311831

Please ask Reception or a member of staff to contact the DSL immediately if you have any safeguarding concerns.

While you are on site

Please:

- **Wear your visitor badge visibly at all times.**
- Remain with your MCS host unless Reception has specifically told you otherwise.
- Visit only the areas necessary for your work or appointment.
- Follow all instructions given by MCS staff.
- Return your visitor badge to Reception before leaving.

Unless expressly authorised by the School, you must not:

- Be alone with a pupil.
- Enter pupil toilets, changing rooms or other restricted areas.
- Photograph, film or make an audio recording.
- Use personal devices to record or store information about pupils.
- Share personal contact details or communicate with pupils through personal email, telephone, messaging or social-media accounts.
- Initiate physical contact with a pupil.
- Discuss confidential information about pupils where it may be overheard.
- Smoke or vape anywhere on the School site.

If you are concerned about a child

You may notice something, be told something, or see or hear behaviour that causes you concern.

Please act immediately

1. **Listen carefully and remain calm.**
2. **Do not investigate, question repeatedly or confront anyone.**
3. **Do not promise confidentiality.** Explain that you must pass the concern to someone who can help.
4. **Make a factual note as soon as possible**, using the child's exact words where you can.
5. **Report the concern immediately** to the DSL, a Deputy DSL, your MCS host or Reception.

DO NOT LEAVE THE SITE WITHOUT REPORTING YOUR CONCERN.

Immediate danger: alert a member of staff and call 999.

Oxfordshire safeguarding contacts

MASH / Children's Social Care	0345 050 7666, Out of hours: 0800 833 408
	For an immediate safeguarding concern about a child. In an emergency call 999.

Concerns about an adult

If you are concerned about the conduct of an employee, volunteer, contractor, visitor or any other adult on site, report it immediately. This includes behaviour that appears inappropriate, unsafe or inconsistent with the School's expectations, even if it does not appear to meet the threshold for an allegation of harm. Th:

- **The Master:** Helen Pike, hpike@mcsoxford.org
- **The Chair of Governors,** if the concern relates to the Master: via bursar@mcsoxford.org

This includes behaviour that appears inappropriate, unsafe or inconsistent with the School's expectations, even if it does not appear to meet the threshold for an allegation of harm.

Do not discuss the concern with the person involved or with other visitors, staff, parents or pupils.

Oxfordshire LADO (concerns about adults who work with children)

01865 810603 lado.safeguardingchildren@oxfordshire.gov.uk

Allergy-aware school

MCS is an **allergy-aware school**. As part of this, we ask that products containing nuts are not brought onto the site.

IF YOU WISH TO TELL US ABOUT ANY ALLERGIES AND/OR LIFE-SAVING MEDICATION THAT YOU CARRY, PLEASE INFORM RECEPTION.

Please do not offer or share food with pupils. If you have food with you and are unsure whether it is suitable, ask Reception before taking it further onto the site.

Although we take precautions, MCS cannot guarantee an entirely allergen-free environment.

EMERGENCY PROCEDURES

If you hear the fire alarm (short repeating blasts)

- **Leave the building immediately** by the nearest safe exit.
- Do not stop to collect personal belongings.
- Do not use lifts.
- Do not re-enter the building until authorised by MCS staff or the emergency services.
- Follow staff instructions and report to the appropriate assembly point:

SENIOR SCHOOL	JUNIOR SCHOOL
ASSEMBLE ON MILHAM FORD	ASSEMBLE ON THE SPIT

Remain at the assembly point so that your presence can be accounted for.

If you hear the lockdown siren (a slow sweep through an increase in pitch)

- **Stay inside or enter the nearest safe School building immediately.**
- Go into the nearest suitable room.
- **Close and lock the door**, if it is safe and possible to do so.
- Lower or close the blinds.
- Move away from doors and windows and remain out of sight.
- Keep quiet.
- Silence mobile phones and other devices, including vibration settings.
- Do not open the door or leave the room in response to alarms, knocks or messages unless instructed by an identified member of MCS staff or the emergency services.
- If you are responsible for a pupil or group of pupils, keep them with you and encourage them to remain calm and quiet.
- Remain in place until an official all-clear is given.

If you are outside and cannot safely enter a building, follow the instructions of MCS staff or the emergency services and move away from danger.