

## Notice to Visitors

### Safeguarding Children:

- If you have any concerns that a child has been harmed, is at risk of harm or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to the DSL.

### Health & Safety:

- Your safety and well-being is important to us. As a visitor you have a legal duty of care for the Health & Safety of yourself and others.
- Please use toilets assigned for adults only

### Emergency evacuation:

- Emergency evacuation procedures are clearly displayed around the building. If the alarm sounds, leave the building by the nearest exit and proceed to the Must Point on the school field.

### Accidents:

- Any illness, injury or accident must be reported to reception.

### Classrooms:

- Do not enter classrooms unless escorted by a member of staff or by prior arrangements.

### Smoking and alcohol:

- It is against the law to smoke, vape or consume alcohol on school premises.

### Data Protection & Digital Safety:

- No photography, video or audio recording of our students.

**Tenby Schools Ipoh** is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, volunteers and visitors to share this commitment.

We are constantly looking for ways to improve our safeguarding and would welcome any suggestions you may have.

Please contact any of the Safeguarding team or school leaders with your idea.

### Anti-bullying

All bullying behaviours should be reported to a member of staff straight away.

You can also use the following email: [iph.antibullying@tenby.edu.my](mailto:iph.antibullying@tenby.edu.my)

## A Safe Space for Every Student!

Safeguarding is everything we do in school to keep children safe, healthy, happy and therefore learning.



If you believe a child is in imminent danger or at risk of serious harm please contact the Safeguarding Team straight away.

### Designated Safeguarding Leads (DSL)



Campus Principal  
Mr Andrew Hill



Designated  
Safeguarding Lead  
Ms. Selvamary

If you have any concerns about a child's social, emotional, mental or physical health or well-being you can also contact:

### Deputy Designated Safeguarding Leads (DDSL)



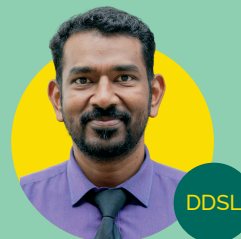
Head of  
International Primary  
Ms. Andurette Van Der Merwe



Head of  
International Secondary  
Mr Ian Stamp



Head of  
National Primary  
Pn Maizura Jaafar



Head of  
National Secondary  
Mr Mohandas Naidu



Counsellor  
Ms. Megala

Some of what we do to safeguard children in our school:

- Have a dedicated safeguarding team in place.
- Have a 'cause for concern' reporting system in place.
- Ensure all staff - including outside providers have safeguarding training
- Ensure the school is a secure site.
- Require all staff, parents and visitors to wear identification.
- Take daily attendance registers and follow up absences by calling parents.
- Follow safer recruitment procedures.
- Ensure all staff have police clearance checks.
- Have a school nurse on site.
- Ensure all students have access to the school counsellor.
- First aid trained teachers and support staff.