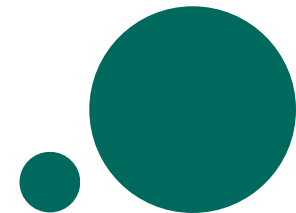


# Notice to Visitors

# Rationale



## 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.

# Safeguarding Our Children at Tenby Schools Ipoh

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

grows  
confidence  
Where

## The Safeguarding Team

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

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

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

### Designated Safeguarding Leads (DSL)



**Designated Safeguarding Lead**  
**Ms. Selvary**



**Campus Principal**  
**Mr Andrew Hill**



**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**



**School Counsellor**  
**Ms. Eka Natasha**

**Anti-bullying**  
All bullying behaviours should be reported to a member of staff straight away. You can also use the following email:  
[iph.antibu/lying@tenby.edu.my](mailto:iph.antibu/lying@tenby.edu.my)

- 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.

