

# Safeguarding Information for Schools

Please read this document and return a signed copy to Southbank Centre before you bring a group on site.

Southbank Centre has a safeguarding policy for working with children and vulnerable adults. This information is for schools who are bringing children to an event or project at Southbank Centre. A child is anyone under the age of 18. A person is considered an adult from the day of their 18th birthday. Giving this information to schools is part of our safeguarding policy.

## Designated Responsible Persons for Safeguarding at Southbank Centre:

Alexandra Brierley    Dir of Creative Engagement    alexandra.brierley@southbankcentre.co.uk

Rebecca Hanna-Grindall    Dir of Arts Planning and Producing    rebecca.hanna-grindall@southbankcentre.co.uk

## Ratios of staff to students

Whilst on Southbank Centre's site all children are under the care of the staff that accompany them from the school. There must be the following ratio of adults to children, however, regardless of the size of the group there must be at least two adults responsible for the group at all times.

- 1 adult for every 5 children for under 5
- 1 adult for every 10 children for 6–11 year-old
- 1 adult for every 15 children for 12–16 year-old
- 1 adult for every 20 children for 16–18 year-olds

## Parent and carer contacts

It is the responsibility of the school to have emergency contact details for the parents or carers of each child in the group. The staff should have this information readily available to them in case of emergency.

## Medical information

It is the responsibility of the school to have information about any medical conditions (for example asthma and allergies) relating to the children they are bringing to Southbank Centre, and any medication that the child takes regularly or might need when they are on site. The staff should have this information readily available to them in case of emergency.

## Access requirements

It is the responsibility of the school to have information about any access requirements relating to the children they are bringing to Southbank Centre and to communicate this in advance to Southbank Centre to ensure measures can be put in place to help every child access the event (e.g. BSL interpretation).

**Emergencies on site**

There are first aiders on site at all times that can be contacted via security staff (including reception staff) and hosts (front of house staff). If you can not find a member of staff please go to the ticket desk and ask for help.

There will always be at least one member of Southbank Centre staff in workshops, performances and project sessions who will be responsible for evacuation should the fire alarm be activated.

Please read and sign below and return to Southbank Centre before you bring a group on site.

<b>Name of school</b>	
<b>Name of contact at school</b>	
<b>Name of Designated Responsible Person(s) for Safeguarding at your school</b>	
<b>Name and date of event or project you are attending</b>	
<b>Signed</b>	
<b>Date</b>	

For information about Southbank Centre's Privacy Policy please visit

<https://www.southbankcentre.co.uk/policies/privacy>