Welcome Presentations

> Welcome Presentations are held en masse, on each arrival day. They serve as a welcome to all the students, in which students will learn key information about the ANGLO centre they are staying at, the names of the staff, and vital safety information. These presentations are made by ANGLO and can be accessed by managers.

Procedure Overview

Presentations are held in lecture theatres or similar large rooms, where there is enough space for all students to be seated and see the screen where the Welcome Presentation is being displayed.

In addition to the ANGLO Welcome Presentation, it is customary for staff members who are on duty to be present to introduce themselves.

Usually the PM leads the presentation but other managers can also do so.

> Welcome Presentations must be held the same day that students arrive, or, in the case of late arrivals, the following morning

Topics to Cover

The ANGLO Welcome Presentation covers the following topics which must be highlighted by the person/people leading the presentations:

- Welcome to the centre
- Name, contact information of the management team:
  - PM, AM, SWO, DSP (Designated Safeguarding Person), TM, WTS
- Introduction of the ANGLO Leaders and their role
- Introduction of Teachers and their role
- Campus Rules
- Emergency Reaction Plans
- Who to talk to in case of problems and the photo and details of ANGLO's DSL (Designated Safeguarding Lead)
- Student Hub information and access instructions

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