

# Safety #youmatter

ANGLO's **#youmatter** philosophy and an overview of staying safe and keeping others safe.

- [Ethos of Care aka #youmatter](#)
- [Lanyards](#)
- [Emergency Reaction Plans](#)
- [Absent / Missing Students](#)
- [Health & Safety](#)
- [Accidents & Incidents](#)

# Ethos of Care aka #youmatter

ANGLO presents its Ethos of Care as simply **#youmatter**.

## #youmatter

ANGLO has a legal and moral obligation to ensure that the students, staff and group leaders in the organisation are well looked after, are safe, and can act safely during their time with ANGLO.

Listed on these pages are the many ways in which ANGLO set about this: safeguarding, health and safety, working hours, working environment and more.

The very least that we can all do is to remind students (and our colleagues!) that they must wear their lanyard and their student card/name badge at all times.

# Lanyards

The ANGLO lanyard must be worn by all ANGLO staff, students and group leaders at all times. This is the first way in which we can identify people in our organisation (and therefore, people from outside our organisation who do not have one).

Students carry a student card with their name, group leader's name and other information on their lanyard.

Group leaders carry a name badge on their lanyard.

Staff carry a name badge with a photo and their job role on their lanyard. This includes Head Office staff.

Visitors to ANGLO centres must be issued with a lanyard and a visitor badge that must be dutifully returned at the end of their visit.

## Distribution

Lanyards and name badges will be issued at any in-person training event or on arrival at centre.

# Emergency Reaction Plans

It is essential for all ANGLO staff to be familiar with the Emergency Reaction Plans that detail what to do in the event of:

- a suspected terrorist/threatening incident
- a fire (onsite and offsite)
- hearing a fire alarm (onsite and offsite)
- an accident or medical emergency (onsite and offsite)
- losing a student on the Tube
- missing students during head counts on excursion

These guides can be found on the [Staff Hub](#) and in the Course Office and Teaching Office at centre.

It is also essential to familiarise yourself with the simplified student version of the Emergency Reaction Plans which follow the idea of **Run, Hide & Tell**. These posters can be found on the [Staff Hub](#), on Student Hubs and on the noticeboard and in accommodation buildings at centre.



## IF YOU SEE A FIRE...

### ALERT



Activate the fire alarm

### LEAVE



Leave the building using the stairs

### TELL



Check in with your Group Leader

---

## IF YOU HEAR THE FIRE ALARM...

### LEAVE



Leave the building using the stairs

### MEET



Meet at the Assembly Point

### TELL



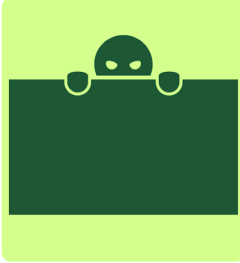
Check in with your Group Leader

## IN THE VERY UNLIKELY EVENT OF a firearms or weapons attack

**RUN**



**HIDE**



**TELL**



**RUN** to a safe place. Don't stop to talk. If you can't run, then...

**HIDE** somewhere. Turn off the sound and vibration on your phone. If you can, block the door so the dangerous person can't get in. When you are in a safe position, then...

**TELL** the police by calling 999.

# Absent / Missing Students

## What to do if a student is absent or is reported missing

Refer to the [Absent / Missing Student Policy](#) document (available on the Staff Hub and on the wall in the Course Office and Teaching Office)

Remember that all students have their lanyard and their student card with them, enabling them or those helping them to contact ANGLO staff

# Health & Safety

Ensuring that equipment is safe to use, our working and learning environments are safe, and that any hazards are reported, assessed and dealt with, all form part of Health & Safety.

## Who to talk to about Health & Safety

At centre, the SWO (or AM) will take note of any Health & Safety questions you may have.

There are also Health & Safety Law posters on display in the Course Office and Teaching Office, and a digital copy is on the [Staff Hub](#).



# Accidents & Incidents

There are many precautions in place to keep everyone safe, but incidents occur that need to be dealt with by more than the people directly involved. ANGLO has a duty of care towards its staff, students and group leaders and trained staff are available 24/7 to assist.

If you witness or are informed of an 'incident' (incident = an unexpected event in which a member of staff, a student or group leader was involved and where harm or danger occurred or could have occurred) you are duty bound to report it.

Usually, your line manager is the first port of call. Report the incident to them. Equally, you may approach the Designated Safeguarding Person (DSP) at your centre; this is the Safeguarding & Welfare Officer or the Activity Manager. They can assist you.

Your line manager or DSP may advise you to complete an [Incident Report](#).

## Filing an Incident Report

Filing an incident report is easy. Go to the [Staff Hub > Safeguarding > Report Incident](#) page and complete the form.

If you have any issues, there are emergency contact details at the top of the form (though please make every effort to use the form).

## Reporting a Safeguarding Concern

The first port of call regarding a safeguarding concern is the DSP at centre. However, the senior Designated Safeguarding Lead (DSL) is available 24/7. There is a poster with this person's name and details in the Course and Teaching Office, on the [Staff Hub](#), and all students have this information on their student cards.