



**Global Safeguarding**  
ACADEMY

**Global Safeguarding Academy in Partnership with Dr Joe Sullivan**  
**Joining Information**

Thank you for booking a place on one of Dr Sullivan's courses, hosted by Global Safeguarding.

**Venue**

British Psychological Society, 30 Tabernacle Street, London, EC2A 4UE (directions below).

**Timings**

All courses run from 09.00 – 17.00 each day, except for Monday 9<sup>th</sup> February when training will begin at 09.30 (with refreshments available from 09.00).

**Registration**

All participants are asked to report to reception to sign in for the course.

**Content**

This is a course for safeguarding and allied professionals.

Participants should be aware that the course content involves extensive and detailed accounts of child sexual abuse and explicit language. No child sexual abuse imagery is shown.

**Refreshments & Lunch**

Tea, coffee, and other beverage options will be available at the start of the day at designated refreshment breaks. Coffee machines and chilled water dispensers are also available, and participants can help themselves to these refreshments at any time.

Lunch is provided, including vegetarian options. If you have told us about other dietary requirements, we will pass those on to the catering team. If you haven't let us know yet, please let us know as soon as possible: [info@globalsafeguarding.com](mailto:info@globalsafeguarding.com)

**Accommodation**

Participants are responsible for their own accommodation needs. The venue postcode is EC2A 4UE.

**Accessibility**

There is a stair lift to access the main lift to all floors. Please ask for assistance at the reception desk and inform them of any condition which may affect your safety in the building e.g., hearing difficulties. They will then arrange someone to assist you in the event of an alarm or evacuation.

If you are not a wheelchair user but need assistance with stairs, the stair lift has a retractable seat; please ask a member of the team when you arrive, and they will assist you.

An accessible bathroom for those with physical disabilities is located on the 4<sup>th</sup> floor, on the left of the lift.

A gender-neutral bathroom is located on the ground floor by the lift. Female bathrooms are on each floor in the lift lobby area, and male bathrooms are at the far end of the breakout area.



## Global Safeguarding ACADEMY

### **Dress Code**

We do not dictate a dress code, but for those who welcome guidance we advise smart casual, reflecting the nature of the event and that the venue is a workplace for others.

### **Mutual Respect**

We aim to work in a way that celebrates diversity and challenges discrimination, and we accept our role in eliminating the additional risks some people face because of their age, gender identity, disability, sexual orientation, race, or ethnic origin.

We expect our staff and representatives to treat those attending our events with respect. We expect those attending our events to treat others with respect. We reserve the right to ask anyone considered to have behaved in an unacceptable or discriminatory manner to leave.

### **Accidents and First Aid**

First Aid treatment is available from the First Aiders onsite who can be contacted via reception (ext. 6920) or facilities (ext. 6401).

A First Aid Box is in the Facilities Office on the Ground Floor.

A defibrillator is in the Facilities Office on the Ground floor.

### **Fire Precautions**

A fire alarm will signify that the building must be evacuated. The fire alarm is tested on Monday mornings. If you hear the alarm outside this time please:

- Do not ignore the alarm. Leave the building via the nearest fire exit located on each floor.
- Proceed to the assembly point located on Epworth Street and await further instructions.
- Do not stop to collect personal belongings.
- Do not re-enter the building until instructed that it is safe to do so by the fire warden.
- Do not attempt to fight any fire until the alarm has been raised and is safe to do so.
- Do not put yourself at risk.

### **Security**

Neither we, nor the BPS, accept responsibility for the loss of, or damage to any personal property. Please do not leave personal property unattended. The BPS office is under CCTV surveillance.

### **Smoking**

Smoking is not permitted anywhere in the building.

### **Change of plan?**

If you are no longer able to attend, please let us know as soon as possible to allow us to offer your place to someone else with as much notice as possible. It may be possible to substitute an attendee, but you must let us know in advance at [info@globalsafeguarding.com](mailto:info@globalsafeguarding.com).

We reserve the right to refuse bookings if a proposed participant is deemed to be unsuitable.

### **Contact on the day**

If you have any urgent issues on the day of the event, please Text/WhatsApp/Signal: 07507 712430



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**Directions:**

**From Euston, Kings Cross or St. Pancras:**

Northern Line towards Morden to Old Street (Underground), bus 205 (from Euston & Kings Cross) or 214 (from Kings Cross)

**Underground:**

Liverpool Street: Broadgate exit (Eldon Street/South Place), then right to Finsbury Pavement/City Rd

Moorgate: Follow the signs for Moorgate/Finsbury Square.

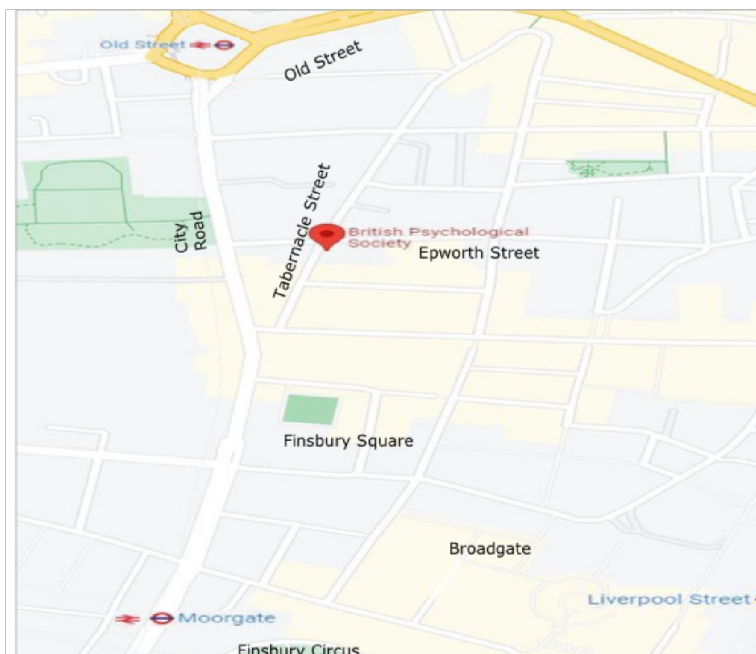
Old Street: Exit 2, City Road South (East Side) leading to Finsbury Square.

**Bus:**

Numbers 21, 43, 76, 141, 205, 214, and 271 all stop City Road/Epworth Street Numbers 55 and 243 stop on Old Street near Old Street Station.

**Car Parking:**

Tabernacle Street is a one-way street and should be approached from the Finsbury Square end. NCP car parks are in Finsbury Square (hourly charge) and Clere Street (half-day or day rate only)



**Contact on the day:**

Any urgent issues or concerns on the day, please Text/WhatsApp/Signal: 07507 712430