

TREVIGLAS COMMUNITY COLLEGE**Safeguarding and Safety Information for Visitors**

We hope that your visit to Treviglas will be enjoyable, informative and safe. Please help us by reading and complying with the guidance which is intended to ensure your health and safety whilst at Treviglas Community College. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. **We have a statutory duty regarding the safeguarding of children** and we take this responsibility seriously

Security

All visitors and contractors coming in to the college must report to Reception. As a visitor you will be asked to sign in and be issued with a lanyard that must be worn prominently at all times so that staff and students can see you are a visitor. Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification. Please wait in reception after you have signed in until collected by the relevant member of staff and ensure that you sign out and return your visitor's badge when you leave

If you are a regular visitor to the college, you will need to sign in on each occasion. If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitor's pass will not be issued. Please make sure you wear your badge and that it is clearly visible to staff and students.

Fire and Emergency Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms
- The alarm is a fluctuating siren and is different from change of session bells. You must leave the building by the nearest exit
- Stay with your host as s/he will escort you to the assembly point and ensure that you are recorded present by the administration staff
- The assembly point is marked on the map overleaf
- Do not take any personal risks
- You must not re-enter the building until told it is safe to do so.

First Aid

If you need first aid or feel unwell please go to the First Aid hatch at main Reception or telephone Reception (ext 100). If a student you are meeting/working with is unwell please inform Reception immediately

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our college it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking

Treviglas Community college operates a no-smoking policy. Please do not smoke anywhere on the college site.

Safeguarding guidance for visitors to the college

Adults visiting or working on the college site play an important part in the life of the college. You can play a part in keeping students safe whilst working at, or visiting, the college by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit
- Do not give any personal information to students, such as your mobile number or address.
- Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites for any reason at any time
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding lead of your concerns immediately
- Even if you are a former employee of the college and know us well you must follow the Visitor protocols and you may only visit if you have a pre-arranged appointment and reception have been informed
- Use only the staff cloakrooms when needed

If you have any concerns that a student may be at risk of harm, report it immediately to the designated Safeguarding Lead (David O'Neill, Shirley Robins or Michelle Dunleavy) or to the Headteacher, Karen Ross who can be contacted via the main college office. Do not discuss your concerns with the student, and do not carry out an investigation

For further guidance, the college's child protection policy can be found on the college website.

Thank you for helping to keep Treviglas Community College safe.
Associated policy- Policy 8c- Visitor policy for staff