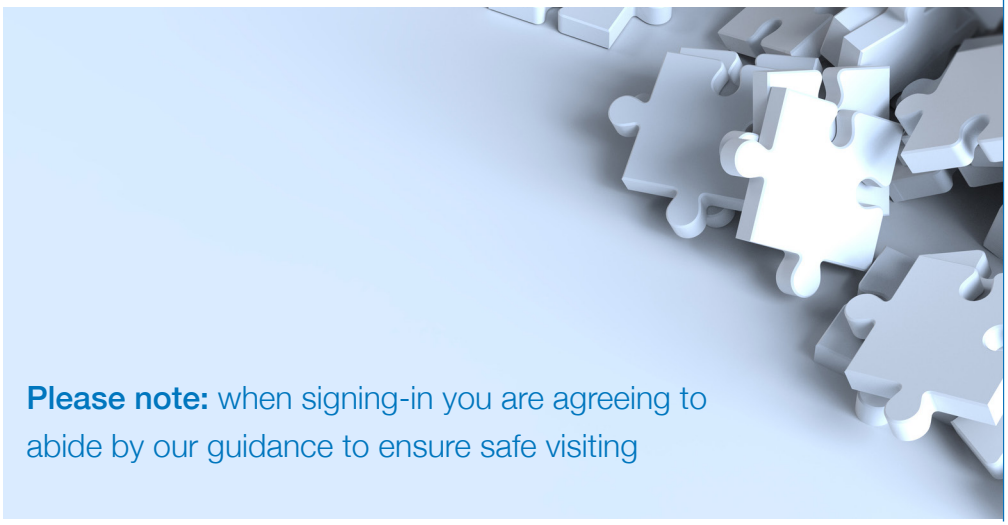
Welcome to Jigsaw

INSPIRED BY AUTISM

Visitor Guidance

We hope you have an enjoyable visit

Our primary responsibility is to ensure the welfare and safeguarding of our children and adult learners - we expect all staff, volunteers, contractors and visitors to share this commitment.



Please note: when signing-in you are agreeing to abide by our guidance to ensure safe visiting

COVID-19

- ✔ We have ongoing COVID-19 risk assessments and share the results with the people who work here.
- ✔ We have an enhanced cleaning schedule in place.

Other measures we have in place to limit the spread of Covid infection:

- Hand washing/sanitising is available at all entry and exit points, and in all rooms.
- Social distancing is encouraged wherever possible.
- Purging of all rooms takes place every day.
- **JigsawPlus** - face masks are mandatory for everyone, including visitors.
  If you are exempt from wearing a face mask please inform your host when booking your visit so we may best accommodate your onsite safety.
- **Jigsaw School** supports the wearing of a face covering.

Visitors must not attend site if they are displaying any of the symptoms of Covid-19

JIGSAW CODE OF BEHAVIOUR

When visiting Jigsaw please follow our Code of Behaviour

- Treat everyone with respect
- Act as an appropriate role model
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Do NOT exchange personal emails, text messages, phone numbers or give out personal information about yourself
- Do NOT make physical contact or engage in inappropriate banter or verbal remarks
- Follow the information about keeping everyone safe, as set out in this leaflet

KEEPING EVERYONE SAFE

When visiting any of the Jigsaw sites please remember

- **On arrival** to sign in at Reception and wear your Visitor's badge at all times
- **On departure** to sign out at Reception and return your badge
- Jigsaw School
  - Parking in front of the school is **only available between 10am and 3pm**, at all other times visitors can use the main car park adjacent to the runway
  - Visitors will be asked to place their phone in one of our secure lockers in the Main Reception area
- JigsawPlus visitors will be asked to turn their phones **OFF**
- Filming, recording or the taking of photographs is not permitted whilst on-site
- Support the safe use of ICT throughout Jigsaw and respect copyright, data protection and intellectual property rights
- If you see anything that gives you cause for concern, or have any questions, please speak to a member of the Safeguarding Team *(see below)*

Don't think "What if I'm wrong?" -
THINK "What if I'm right?"

Everyone has a responsibility for child protection and the safeguarding of children and adults at risk

If you see anything that gives you cause for concern, or have any questions, please ask to speak to one of the Designated Safeguarding Leads (DSL) or their Deputy

JIGSAW SCHOOL	**Jayne Lobley**	Designated Safeguarding Lead
	Leetice Taylor	Deputy Designated Safeguarding Lead
JIGSAWPLUS	**Jackie Charnock**	Designated Safeguarding Lead
	Tim Hitchmough	Deputy Designated Safeguarding Lead
	Georgios Vamvakas	Deputy Designated Safeguarding Lead

DISCLOSURE & BARRING SERVICE (DBS)

All Jigsaw staff, as well as regular visitors, contractors and volunteers are subject to DBS checks. This is to help ensure that unsuitable people are prevented from working with children or vulnerable adults.

It is, therefore, important that you remain with your host at all times unless we confirm we have a DBS clearance for you.

OTHER INFORMATION

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest safe exit. Our staff will direct you to the nearest fire assembly point.

First aid: Please ask at Reception if you need assistance.

Accidents and incidents: Please report these to Reception.

Visitors' toilets: Located in the Reception area

Smoking: Jigsaw operates a **NO SMOKING** policy throughout its buildings and grounds - this includes the use of Vape-style equipment and smoking inside a vehicle.

PERSONAL INFORMATION and POSSESSIONS

Any personal information provided by you will be held and used in accordance with the General Data Protection Regulation 2018 (GDPR). For more information, please refer to Jigsaw's Privacy Notice, which is available on our websites.

Jigsaw cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst you are on Jigsaw premises.

For more information please visit
jigsawschool.co.uk or **jigsawplus.co.uk**

Jigsaw Trust is a registered charity no. 1075464

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