

Visitor Guide

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



JIGSAW CODE OF BEHAVIOUR

When visiting any of the Jigsaw sites 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

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.

PERSONAL INFORMATION and POSSESSIONS

- Our **Visitors and Contractors Privacy Notice** is available from the Admin Team at **Jigsaw School** reception@jigsawschool.co.uk, or **JigsawPlus** reception@jigsawplus.co.uk.

This Privacy Notice sets out how we collect and use personal information about you during and after your visit, in accordance with the UK General Data Protection Regulation (UK GDPR).

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

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
	Meredith Wightman	Deputy Designated Safeguarding Lead
JIGSAWPLUS	Jackie Charnock	Designated Safeguarding Lead
	Tim Hitchmough	Deputy Designated Safeguarding Lead
	Georgios Vamvakas	Deputy Designated Safeguarding Lead

Visitors should not attend site if they are displaying any of the symptoms of Covid-19, or any other respiratory infection that would render you unwell and/or if you have a temperature.

Measures we have in place to limit the spread of Covid and other infections:

- Hand washing/sanitising is available at all entry and exit points, and in all rooms.
- Social distancing is encouraged wherever possible.

Visitors are not required to wear a mask unless requested for a specific reason. However, please consider wearing a mask if you are a close contact or a household contact, or immunosuppressed.

We have a 'Living with Covid' Risk Assessment available to view at <https://jigsawtrust.co.uk/covid-19-response-statement/>

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.

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