

We hope you have an enjoyable visit

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

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
- To **switch off** your mobile phone. If you need to make an urgent phone call whilst on-site, please speak to the person hosting your visit
- 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 of concern, or have any questions, please speak to a member of the Designated Safeguarding team (*please turn to page 2 for more information*)

**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 vulnerable adults

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

JIGSAW SCHOOL

Jayne Lobley	Designated Safeguarding Lead
Edi Middleton	Deputy Designated Safeguarding Lead
Jane Jones	Deputy Designated Safeguarding Lead

JIGSAWPLUS

Lee Jackson	Designated Safeguarding Lead
Jackie Charnock	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.

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
- Filming, recording or the taking of photographs is not permitted whilst on-site.
- 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

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 next to the main entrance in Reception.

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