

# Welcome to



## Visitor Guidance

including information on measures in place for Covid-19

### 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.

Please be aware that when you sign in at Jigsaw you are agreeing to abide by our guidance to ensure safe visiting.

## COVID-19

This section should be read in conjunction with our standard Visitor Guidance (see pages 4-8) and includes notes on additional measures we have in place to ensure the welfare and safety of our staff, learners and any visitors to site during the current Covid-19 situation.

### STAYING COVID-19 SECURE

We confirm that we have complied with the government's guidance on managing the risk of COVID-19

#### 5 STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot be set 2m apart, we have done everything practical to manage transmission risk

**Additional measures visitors should be aware of (but are not limited to) include:**

1. Hand washing/sanitising required at all entry and exit points and in each room.
2. Social distancing is enforced wherever possible and all visitors are expected to respect our clearly marked 2m protocol.
3. Meeting rooms will be wiped down prior to new meetings and at the end of each meeting.
4. Meeting rooms will be ventilated where possible regardless of weather.

### Additional measures (continued)

5. The wearing of face masks is mandatory for visitors across all Jigsaw sites, including Café on the Park, until further notice.

***If you are exempt from wearing a fask mask please inform your Jigsaw host when booking your visit so we may best accommodate your onsite safety.***

6. Please ensure you are not showing any of the following symptoms or have been in contact with someone showing these symptoms within the last 14 days: fever; persistent cough; loss or change to sense of smell and/or taste; flu like symptoms. If you have any of these please cancel your visit and do not attend Jigsaw. You will be asked to confirm this upon arrival.
7. **Jigsaw supports NHS Test & Trace\***. If you are happy to participate, please complete the Visitor Contact Details Form (found at the back of this document) and hand to Reception upon arrival. Alternatively, you can scan the available QR code at the entrance to each of the ‘bubble’ sectors you visit.

**\*NHS Test & Trace** - we require name, phone and email only.

This information will be held securely in paper form for 21 days in accordance with NHS Test & Trace requirements. It will only be used if NHS Test & Trace contact us, otherwise it will be shredded immediately after 21 days.

If you scan the QR code, your details will be sent directly to NHS – we have QR codes for each of our ‘bubble sectors’ across our site to ensure we are able to maintain the integrity of each bubble in the event of us being contacted by Test & Trace following an external visit.

**Please note: Jigsaw reserves the right to adapt any and all Covid-19 preventative measures it has in place at any time to ensure the ongoing safety and wellbeing of our learners and staff as well as visitors to our site.**

## 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 for concern, or have any questions, please speak to a member of the Safeguarding Team (*see page 5 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 on the following page:

## 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
Gemma Reeder	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.

## COVID-19 - Visitor Contact Details - NHS Test & Trace

Date	
Date to shred (above date Plus 21 days)	

### JIGSAW SUPPORTS NHS TEST & TRACE\*

If you wish to provide your details, please either enter them below or scan the QR code available. Should you need to transition between sectors (bubble areas) within Jigsaw, you will be prompted by your meeting host to scan the relevant QR codes.

<b>Name</b> (eg Joe Brown)	
<b>Phone number</b> (eg 01483 234567)	
<b>Email</b> (eg jb@browns.co.uk)	
<b>Who visiting</b> (eg Emma Hawkins)	
<b>Bubbles visited</b> (eg B20, B20)) <i>(to be completed by meeting host)</i>	

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@jigsawtrust

#InspiredByAutism

For more information please visit  
[jigsawschool.co.uk](http://jigsawschool.co.uk) or [jigsawplus.co.uk](http://jigsawplus.co.uk)