

## Visitor Guidance

### & information on measures in place for Covid-19

*Jigsaw reserves the right to adapt any and all of its Covid-19 preventative measures to ensure the ongoing safety and wellbeing of our learners, staff and visitors.*



### 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

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.

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

- ✓ 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 done everything practical to manage transmission risk

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

1. Hand washing/sanitising available at all entry and exit points and in each room.
2. Social distancing is encouraged wherever possible.
3. Meeting rooms will be wiped down prior to new meetings and at the end of each meeting.
4. Where possible, regardless of weather, purging of all rooms takes place every day.
5. Wearing of face masks is mandatory for visitors to JigsawPlus. This is also required at Café on the Park, until further notice.

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

6. If you are showing any of the symptoms of Covid, or if you have been in contact with someone who has tested positive within the last 14 days, **please cancel your visit and do not attend Jigsaw.**

## 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 visitors** will be asked to place their phones 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

<b>JIGSAW SCHOOL</b>	Jayne Lobley	Designated Safeguarding Lead
	Leetice Taylor	Deputy Designated Safeguarding Lead
<b>JIGSAWPLUS</b>	Jackie Charnock	Designated Safeguarding Lead
	Lee Jackson	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
- 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 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](http://jigsawschool.co.uk) or [jigsawplus.co.uk](http://jigsawplus.co.uk)