



Welcome to our family, please take a minute to read through this leaflet.

Trinity Catholic College is committed to safeguarding children and promoting children's welfare. We expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. The aim of this leaflet is to ensure that all staff, contractors, volunteers and visitors are aware of and undertake their responsibility to promote equal opportunities and help protect our children from significant harm.

### **Guidelines for all visitors, including contractors**

All visitors and contractors coming into the school must report and sign in at Reception and collect a visitor's badge before they go anywhere else on the school site. The visitors badge must be worn at all times while on the school premises. In the case of visiting professionals proof of identification and/or evidence of a valid DBS must be shown. By signing in at Trinity Catholic College you are agreeing to follow the advice within this leaflet.

### **Safeguarding guidance**

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping our pupil's safe whilst working at, or visiting the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit
- Do not take photographs whilst on the school site.
- Do not give any personal information to pupils, such as your mobile number, email address, address or social networking information.
- If a student makes a disclosure to you, do not promise confidentiality.
- Do not discuss your concerns with the pupil, and do not carry out an investigation.

If there is any reason to suspect that a child has suffered, or is likely to suffer significant harm, staff, visitors and contractors must inform the **Designated Safeguarding Lead, Miss Dee Sumner, the Deputy Designated Safeguarding Lead, Mr Nic Smith or the headteacher, Mrs Louise Dwyer** immediately. Concerns may also be raised with the school's **governor for safeguarding, Mrs Wendy Kelly**. All safeguarding staff can be contacted via reception.

### **Whistleblowing**

We have a whistleblowing policy that protects staff members/ visitors who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties. Should you have any concerns, these can be reported to **Jim Farquhar the Chief Operating Officer of NPCAT**.

All safeguarding staff can be contacted via reception. For further guidance, our Child Protection and Safeguarding Policy can be found on the school website.



## **Fire & Evacuation**

If you hear the fire alarm which is a loud continuous bell you must leave the building by the nearest exit. The fire assembly point is on the tennis courts. You must not re-enter the building until told it is safe to do so. If you discover a fire please immediately press the nearest fire alarm button and tell a member of staff.

## **Health & Safety**

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

## **Smoking**

Trinity Catholic College operates a no smoking policy. Please do not smoke anywhere on the school site.

## **Allergies**

Please be aware that we are a **nut free** school

## **COVID-19**

1. If you have any of the following symptoms: A high temperature, A new, continuous cough, A loss or change to your sense of smell or taste different to normal. We reserve the right to ask you not to enter the building.
2. If you have been in contact with a confirmed case or been contacted by track and trace in the past 14 days please alert a member of staff and leave the building.
3. Please ensure you sanitise before entering the building and utilise the stations around the building.
4. If you wish to wear a mask please feel free to do so.
5. We are operating a one way system, please follow the arrows on the floors and signs on the stairwells.
6. We encourage Catch it, Kill it, Bin it and ask that you wash your hands regularly.
7. We ask that you socially distance whilst visiting the school and interacting with staff and pupils.

Thank you for taking the time to read this. We hope that your visit will be enjoyable, informative and safe.