

TRINITY CATHOLIC COLLEGE & SIXTH FORM

Important Information for all Visitors



SWITCH OFF MOBILE PHONES

Visitors without official clearance are not permitted in school unless accompanied by a member of staff.

Child Protection – please read this leaflet carefully.

You may overhear a conversation that concerns you regarding a child's safety or wellbeing.

How you may become involved

- Sighting of an injury about which there is no clear explanation.
- A child may want to tell you about something that is happening to them.
- Another person may express concerns about a child's wellbeing.
- You may have noticed significant changes in a child's behaviour/performance in school.

Smoking is not permitted anywhere on site.

Car Parking – vehicles and contents left at owners' risk.

Fire Alarm – If the bell sounds continuously please leave the building by the nearest exit and report to the assembly point on the College Tennis Courts at the rear of the Main College Building

Categories of abuse – Neglect, Physical Abuse, Sexual Abuse, Emotional Abuse.

Designated Safeguarding Lead **Janet Granycome**, or Deputies **Simon Carey, Anthony Manders, Nic Smith (6th Form)**. Child Protection Lead **Val Fenton**. **Contact via Main Reception.**

As a visitor you have legal responsibility for the care and Health and Safety of yourself and others. All accidents must be reported to Main Reception.

Please sign out at Main Reception and return your pass upon leaving the building.