



NOTICE TO VISITORS

Head of the Class Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

All visitors

- Follow centre procedures whilst on the premises
- Sign in at the designated area and receive a Visitor Pass
- Visitors will be met at the front door and escorted into the building by a member of staff
- Surrender your Visitor Pass and sign out when you leave the building

Safeguarding children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

Health & Safety

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency Fire Evacuation

Procedures are clearly displayed around the centre. If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the centre office.

Smoking

It is against the law to smoke on centre premises.

Property or vehicle

The centre accepts no responsibility for any loss or damage to visitors' property or vehicle.

Use of Media

No photographs, videos or audio recordings are permitted in the setting.