



Trinity School – Visitor Information

Important information for all Visitors

Safeguarding

The welfare of our children at Trinity School is our paramount concern. We want all our children to be safe and to feel safe.

Upon arrival at Trinity School, all visitors must report to the Reception Office where they will be required to electronically sign in and you will be issued with a Visitor Lanyard. This lanyard must be always worn and displayed prominently when on the school premises.

Red Visitor Pass

A Red Visitor Pass indicates that the visitor will need to be accompanied by a member of staff for the entire duration of their visit. Any visitor wearing a Red Visitor Pass that is seen unaccompanied on school premises, will be escorted to the school office immediately and will be asked to remain at Reception until a member of staff is available to supervise them.

Yellow Visitor Pass

If we have issued a Yellow Visitor Pass, this confirms that we have checked the appropriate DBS check/clearance and the visitor's identity has been verified with photographic id.

Please note that all visitors, irrespective of whether they have DBS clearance, should **not** be alone with pupils/children unless this is a legitimate part of their role/visit.

Whilst you are visiting Trinity School, ALL visitors are required to:

- Dress appropriately
- Use appropriate language at all times
- Use adult toilets only
- Treat everyone with respect and tolerance
- Immediately inform one of the Designated Safeguarding Leads if a child makes a disclosure or if you have any concerns about the safety or well-being of a child. There are posters displayed around the school with details of the Safeguarding Team.

Whilst on school premises, ALL visitors must not:

- Instigate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit
- Give any personal information to pupils (eg phone number, email address, social media user names)
- Use mobile phones, however please ensure you mobile phone has a pin number should it be misplaced
- Take photographs, unless prior agreement received from the Headteacher

Thank you for your co-operation and for supporting the school's safeguarding procedures. For more information, please click here to view our [Safeguarding Policy](#).

School Central Record

It is a requirement for all Jersey Schools to maintain a School Central Record (SCR) and this is a document that confirms that all required safer recruitment checks have been conducted for persons who will be visiting/working with children at Trinity School. All staff, agency, third-party supply staff, school advocacy members and contractors are to be detailed on the SCR and they must bring their current DBS and photographic id when they first visit the school.

Letter of Assurance

This document will provide Trinity School with the required confirmation on behalf of an organisation that all staff working on behalf of the named Directorate have followed all safer recruitment procedures so that their employees can visit and work in schools. These documents will be sent to schools by the named organisation either termly or annually (i.e. Government of Jersey, Every Child Our Future). When a visitor arrives at the school, the relevant Letter or Assurance will be checked in the office and the Yellow Visitor Pass will be given to the visitor to wear whilst in school.

Parking and Vehicle Access

Parking is available at the Riley Field car park which is situated across the road from the school on La Route de la Trinite. Please park your vehicle and follow the gravel path before crossing the main road to walk down the lane beside the main school building.

The school gates are locked and to gain access to the school grounds, please follow the instructions on the gates where there are instructions for the intercom system and you will be connected with someone in the school office.

Security

All outside doors must remain locked at all times for security reasons. Should you need to unlock a door please ensure it is locked behind you.

Nuts

Due to severe allergies, we do not permit nuts in school.

No Smoking

We do not allow smoking (including e-cigarettes/vapes) on school grounds.

Visitor Toilets

These are located next to the staffroom and in the Key Stage One area. Please do not use the children's toilets. Please ask at Reception for directions.

First Aid

Our qualified first aiders are shown on signs in each classroom. If a child hurts them self, please tell the adult in charge who will decide what action to take. **Please do not administer first aid yourself.**

Fire and Emergency Evacuation

On hearing the alarm, please leave the building immediately via the nearest exit, closing the door behind you. Fire assembly points are situated in the lower playground or Early Years outside area. Fire regulations are on display in each designated area of the school.

Access to the Internet

There is no Wi-Fi available to visitors, access is only available to Government of Jersey employees who have access to the Government network.

Trinity School Students

The children at Trinity School are expected to show respect, remember their manners, behave appropriately and abide by the Trinity Rules. We usually use surnames when addressing helpers as it encourages respect. However, if you are not comfortable with this please let us know.

Confidentiality

During your time at Trinity School you may be privy to delicate information regarding a child. We request that if a child shares a sensitive issue with you, you inform the class teacher. Please respect the child's privacy; we ask you **not** to discuss this outside of school. Also please consider what you communicate on social media and ensure that no comments or posts are linked to the school.

There may be times where you are put in a difficult position as parents ask you about their child's achievements and behaviour. In this situation we would ask that you suggest that they approach the class teacher directly. Likewise, please do not talk to parents about observations you may have made about their child's achievement.