



# Llandoverly College

CO-EDUCATIONAL DAY AND  
BOARDING SCHOOL FOR BOYS AND GIRLS AGES 3 - 18  
SITUATED IN THE TOWN OF LLANDOVERLY  
IN RURAL CARMARTHENSHIRE

## VISITORS SAFEGUARDING INFORMATION POLICY

Rev: 0122



## **SAFEGUARDING INFORMATION FOR VISITORS**

If you visit the College you must read the information below and you will be asked if this is the case on arrival at the College

All visitors are asked to read and comply with the following guidelines:

### **Reception**

All visitors are required to sign in at Reception and wait to be escorted by the member of staff whom you have come to visit

### **Visitors' Badge**

At Reception you will be given a school ID pass. This pass must be worn at all times whilst on school premises and returned, by either you personally or the member of staff escorting you, to the Reception

### **COVID 19**

**Visiting is by prior arrangement only. Please do not visit if you are feeling unwell, even if your symptoms do not include a high temperature, continuous cough or loss of taste/smell.**

**Please wear a face covering at all times.**

**At Reception, you will be asked to undertake a temperature check.**

**Please wash and sanitise your hands before proceeding beyond Reception.**

### **Health & Safety**

Whilst on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities and for complying with all statutory H&S requirements and safe working practices. If you require a hard copy of the College Health and Safety Policy prior to your visit please contact Reception

### **Fire Alarm**

If you hear an alarm sound as a continuous bell please leave any building by the nearest exit and report to the assembly point following directions given by staff. When working inside buildings, please ensure you do not create/leave any fire hazards

### **Accidents**

All accidents must be reported to the Reception

## **Smoking**

Please note that both smoking and vaping are NOT allowed anywhere on the College site

## **Vehicles and Personal Effects**

The College cannot accept responsibility for loss or damage to vehicles and personal effects; they are brought onto the site at the owner's risk

## **SAFEGUARDING CODE OF CONDUCT FOR VISITORS**

If you visit the College you must read the information below and you will be asked if this is the case on arrival at the College

### **Child Protection Advice**

All children have the right to grow up safe from harm. No child should suffer harm, either at home or at school. Llandovery College is determined that everyone who visits or works here is aware of their responsibility to make sure that all our young people are safe. We think that you, as a visitor to the College, will want to know what is expected of you. Please ask Anna Sandford, Child Protection Officer, if you are not clear about anything when visiting the School [deputy.warden@llandoverycollege.com](mailto:deputy.warden@llandoverycollege.com)

Please do not remain silent – report any concern to any member of staff. Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at the College. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children, you should remember the following:

- You must never be alone with a child who is not your own
- If you find that a child seeks to talk to you on a regular basis, please inform Anna Sandford
- Never touch a child unless there is immediate danger
- Never exchange phone numbers, social media details or agree to contact a child whom you have met through your visit to the College

## General information

- When large numbers of visitors are at the school for Open Days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding and any other child protection/security information.
- The Reception is manned between 8.30am and 5pm weekdays and 8.30am and 12pm on Saturdays during term time. The College is closed briefly during Christmas and Easter holidays. Arrangements for visits outside of normal hours must be arranged through the Reception prior to the visit taking place.
- Visitors to Llandovery College who are disabled should let Reception know in advance if they require any special arrangements. The College will always do its best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our historic buildings on a scattered site.
- There are clear signs directing visitors to our car park. There are some warning signs and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms. With the exception of catering deliveries, all deliveries are made to the Reception.
- All visitors in boarding accommodation must have been approved by the Housemaster or Housemistress of the House concerned, and must sign the Visitors' Book in the relevant Boarding House.

Where feasible given the nature of the school site, reasonable measures are taken to prevent or deter unauthorised public access to the school grounds. These include:

- security lighting in key areas
- security patrols late at night
- key pads on doors
- a set of procedures for staff to lock access to parts of the College at specific times of the day and night
- security key pads on main entrance gates.