Safeguarding and safety information for visitors to Trans4m.

Trans4m is committed to promoting the welfare of children and young people and requires all staff, volunteers, and visitors to share this commitment.

# General guidance

* As a visitor you have a legal duty of care for your own and others’ health and safety.
* All visitors are to report to reception to sign in and collect a visitor’s badge. Please wear your visitor’s badge at all times during your visit. Please sign out when leaving.
* You will be asked to show photographic identification and may be required to produce/evidence an up-to-date DBS certificate (where required this will be requested prior to the visit).
* Visitors will be escorted around the centre at all times by a member of staff.
* Contractors – All maintenance works need to be arranged through Trans4m office. In the event that the centre has not been notified of your visit, a call will be made to validate this with the office. Trans4m staff reserve the right to refuse access to any contractor for whom notification has not been received.
* The premises and grounds are subject to the Control of Substances Hazardous to Health regulations.

# Confidentiality

You are NOT permitted to use a mobile phone, camera or any other device to take photographs or recording of anything within the centre or the surrounding premises – including learners, staff or the building itself – or to remove any material/data from the centre without permission from the Centre Manager.

# First aid

The centre has trained first aid staff. Please contact reception for assistance.

# Fire and evacuation procedure

Please familiarise yourself with the nearest fire exit as well as the fire action notices situated around the building.

If the fire alarm sounds please leave the building by the nearest exit and proceed to the fire assembly point. You will be informed of the fire assembly point on arrival at the centre.

If you discover a fire, please inform a member of staff immediately.

If there is a security alert or serious incident during your visit please follow instructions from staff and leave the building as directed.

DO NOT return to the building unless you are told that it is safe to do so by an authorised person.

# Smoking

Trans4m is a smoke free organisation and smoking is not permitted anywhere on its premises.

# Safeguarding

All adults – including parents, volunteers, contractors and visitors – who come into contact with children, young people and vulnerable adults have a responsibility to keep those children and vulnerable adults safe from harm and danger, and to safeguard and promote their welfare. In order to do this it is essential that, as a visitor to Trans4m, you have an understanding of safeguarding within the centre, and of what to do if you have concerns about a child, young person or vulnerable adult.

# Types of harm

This is an extremely important subject in which all Trans4m staff receive regular training. A child or young person is abused when a parent, carer or other family member, or another adult known to the child deliberately causes harm, neglect or fails to protect the child, young person or vulnerable adult from harm.

# EVERYBODY has a responsibility to keep all children under the age of 18 safe.

Types of abuse include:

* Physical
* Sexual
* Emotional
* Neglect
* Radicalisation

Children can also be abused by other children. It can happen at any age within families or other settings outside the home environment. Children can also be abused via mobile phones or the internet and social networking.

# What to do if you are worried about a child

If you have any concerns regarding a child or young person’s health, welfare or safety in any way, you must speak to a member of Trans4m staff. You will see safeguarding posters around the centre with details of the Designated Safeguarding Officer for the centre. Any concerns regarding a staff member, through your own observation or disclosure, should be reported to the most senior member of staff on site at the time of your visit. Alternatively you can contact Sharon Burton, Centre Manager, on 07764157108 [sburton@trans4mcic.com](mailto:sburton@trans4mcic.com) You can also report this outside of Trans4m, if preferred, to the Local Authority Designated Officer (contact details are also displayed in the centre).

We hope that you enjoy your visit.