

Welcome



Your Visitor Guide

 **Seashell
Trust**

Communication for Life

Registered Charity No. 1092655

Mission Statement

Our vision is for the children and young people in our care to be safe, happy and to achieve the best possible outcomes so that they are valued and valuable members of their communities.

This leaflet will inform you of the Seashell Trust processes and expectations during your visit.

Upon arrival, please report to reception and sign in. You will be issued with a visitor badge – we take security very seriously and it is important that you wear this whilst on site so that we are able to identify you.



INVESTORS
IN PEOPLE



Equality, Diversity and Inclusion

Whilst visiting Seashell Trust today, we would like to share with you, our commitment to EDI and British values and ask that you respect these principles.

Seashell Trust is committed to continuous improvements to ensure no-one is unfairly disadvantaged or discriminated against.

Seashell Trust will:

- Promote equality and seek to eliminate discrimination.
- Respect and recognise the diverse skills, talents and experiences of staff, volunteers, students & visitors.

Staff, governors and volunteers will:

- Uphold the inclusive culture and values of Seashell Trust.

Whilst you visit our Organisation, we ask you to consider our core values:

- Integrity
- Respect
- Aspiration
- Trust
- Collaboration



Please keep speech to a minimum when moving around School & College, this helps the students focus on tasks.

Prevent & Safeguarding at Seashell Trust

Everyone has responsibility for safeguarding the children and young people at Seashell Trust.

We take the well-being, health and safety of our children and young people very seriously. We have robust safeguarding practices in place which link to Stockport's multi-disciplinary safeguarding procedures.

The Trust has a designated Prevent Officer and designated safeguarding officers on site who are responsible for listening to concerns, referring them to a higher level and acting as a source of support should the need arise.

If any child or young person tells you they are being harmed in any way, or if you witness harm or bullying whilst on site you must report this immediately to a member of staff or a designated safeguarding officer (DSO). This includes anything that conflicts with our EDI policy or core values.

TO DO NOTHING IS NOT AN OPTION

Safeguarding Lead: Nikola Giles

Safeguarding Officer: Sarah Ringwood

07742 904 949



Mobile Phones when on site:

In line with our safeguarding policy we ask visitors not to use their mobile phones or cameras / camera devices such as iPads on site (unless an emergency in which case a mobile phone may be used but only in designated areas).



No Smoking:

Seashell Trust does not allow employees, students, clients or visitors to smoke on its premises except in designated outdoor areas. If you wish to smoke, please consult your host.



First Aid:

It is our policy to offer first aid and assistance to visitors. Should you feel unwell or have an accident, your host supervising your visit will arrange for the nearest first aider/appointed person to attend.



IN CASE OF EMERGENCIES:

Should any emergency arise contact the On Call Manager via Reception (ext 0) or by calling **07742 904 949** out of office hours.



Fire:

In the event of the alarm being raised please vacate the building immediately. Make your way, calmly, to the designated fire assembly area (sensory garden) where Fire Marshalls will be on hand to assist you.

Please don't be offended if staff ask who you are or ask you not to use your phone, they are adhering to our policies and are doing so to protect the best interests of our students. Your co-operation and support is much appreciated.

Seashell Trust

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General

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