

## Visitor Information

Welcome to Liskeard School & Community College, please read the following information for your visit:

### Visitors badge

On arrival, please use the iPad to sign in at reception to receive your visitor badge which should be visible at all times. On departure, please return your visitor badge to reception who will sign you out.

### Code of Conduct

- Wear your visitor badge at all times
- Be respectful at all times
- Do not take any images of learners or staff with a mobile or other device
- Please stay with your host at all times
- Please keep to permitted areas or stay in areas relevant to your visit
- Engage with students only through your host or as part of an agreed activity

### Safeguarding and Child Protection

Everyone has responsibility for:

- Safeguarding children
- Young adults
- Adults at risk of harm, neglect or abuse

If you believe a pupil is being harmed or at risk, including bullying please report this immediately. Liskeard School & Community College promotes the British values through our positive values. Please behave in a way which supports these values by not behaving in a threatening, abusive or offensive manner.

*You can report issues to reception in person, via telephone or email.*

*If you believe there to be a serious risk, please ask to speak to the Designated Safeguarding Lead (Wendy Birkbeck) or call the Multi Agency Referral Unit on 0300 123 1116*

### Health and safety

**Parking** – use the designated bays and provide your vehicle details to reception on signing in.

**Smoking** – is not permitted on any part of the school site.

**Emergency procedures** – if the alarm is raised, please follow the instructions from your host and other members of staff.

**Fire Alarms** – in the event of a fire alarm, please leave the building immediately and make your way to the fire assembly point. If you notice a fire, please sound the alarm.

**Accidents** – please report any accidents to a member of staff

Thank you for visiting Liskeard School & Community College

# Safeguarding Team

If you are worried or have any safeguarding concerns,  
please speak to a member of our team



**Mr Wendon**

can be found in the  
Headteacher's office



**Miss Birkbeck**

can be found in the Learning  
Support Office along the  
Learning Support corridor



**Miss Soady**

can be found in the  
Safeguarding office in the  
corridor between  
Humanities & Science



**Mr Quaintance**

can be found in the  
Safeguarding office in the  
corridor between  
Humanities & Science



**Mrs Chapple**

can be found in the  
Safeguarding office in the  
corridor between  
Humanities & Science



**Mrs Holroyd**

can be found in the Learning  
Support Corridor



**Mrs Rodber**

can be found in the ARC  
at the end of the Learning  
Support Corridor



**Dr James-Robbins**

Whistleblowing contact  
Email: [djamesrobbins@lskeard.net](mailto:djamesrobbins@lskeard.net)

Everyone has the right to feel safe in school  
and at home. If something makes you feel  
uncomfortable then let us know, we are here  
to help.

See something, say something!

 **CPOMS**  
Staff Recording System