



The Complete Works Policies

Health and Safety Policy

Including Risk Assessment and Fire Risk Policy

Prepared by: Ross Adams - Health and Safety Officer - May 2022

Reviewed by: Amy Jones - Assistant Head - May 2022

Ratified by: Adam Dalton - Headteacher - June 2022

Review Date: February 2023



Contents

1. General Statement	4
2. Aims	4
3. Policy Links	4
4. Responsibilities	5
Health and Safety Management Arrangements	5
5. Health & Safety - roles and delegations	5
6. Health & Safety Officer (HSO) contact details:	6
7. Student Behaviour and Health & Safety	6
8. Accidents & Serious Incidents	6
9. Health & Safety Investigations	6
10. Public Health Incidents	7
11. Risk Management	7
12. Risk Assessments	8
13. Risk Assessment Roles & Responsibilities	9
14. Student Risk Assessments - Process & Audit	11
15. Trip Risk Assessments	11
16. Onsite Risk Assessments	11
17. Staff Pregnancy / Staff Health Risk Assessments	12
18. Student Pregnancy Risk Assessments	12
19. Fire Safety	12
20. Safeguarding students	13
21. Staff Welfare/Stress	13
22. Lone workers	13
23. Records	13
24. Accidents & Serious Incidents	13
25. Investigations	13
26. Student Behaviour	14



27. Status Review	14
Responsibilities:	114
28. Equal Opportunities	15
29. Monitoring and Review	15
HEALTH & SAFETY POLICY: BUILDING SECURITY AND VISITORS' NOTICE	119
Appendix. 1	20
Appendix 2	21

1. General Statement

TCW Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- All students and members of the public, including parents, visitors and contractors who enter the school, are not exposed to any health and safety risks during the course of their business;
- No work is carried out by the school or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.



2. Aims

This school policy sets out the means by which it will fulfil the centre's requirements for a healthy and safe environment for students, staff and visitors.

The Complete Works (TCW) aims to:

- Ensure that everything reasonably practicable will be done to safeguard students, staff and visitors;
- Make and keep under review relevant policies and procedures;
- Maintain a list of hazards within the school and keep this under review;
- Take immediate action where hazards are likely to turn into risks; and
- Ensure that the school's health, safety and security arrangements are known and implemented;

3. Policy Links

This policy is linked to the following policies:

- School Visits Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Special Educational Needs Policy
- Distance and Blended Learning Policy

4. Responsibilities

Members of staff are expected to:

- To assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable, taking reasonable precautions to safeguard the health and safety of themselves and others;
- Staff are responsible for cooperating with the Headteacher, Onsite Leads and HSO to implement health and safety requirements within their area of responsibility effectively.
- Familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage;
- Observe and apply all health and safety rules and procedures as laid down by the school including following safety procedures, codes of practice and using all health and safety equipment provided



- Instruct all staff, students and others under their jurisdiction in safe working practices (including fire safety) - and alert HSO in confidentiality if any staff are not abiding by these requirements.
- Use appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that toxic, hazardous and highly flammable substances are correctly used stored and labeled;
- Provide appropriate health and safety information to relevant persons;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that required risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine
- Keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Officer

Health and Safety Management Arrangements

The Health and Safety Officer (HSO) holds an IOSH accredited qualification.

5. Health & Safety - roles and delegations

- Overall responsibility for risk management within the school is the **CEO**.
- The CEO has delegated the oversight to the **Headteacher** for operational management of Health & Safety and Risk Assessments.
- The Headteacher devolves health & safety and risk assessment innovation to the **Health & Safety Officer (HSO)**. The HSO is responsible for recording and reporting any notifiable accident in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's HSO (and reported to the CEO) with a view to assessing whether any measures need to be taken to prevent recurrence.
- **Onsite Leads** are delegated responsibility for H&S at their sites, and for completing Onsite Risk Assessments annually.
- **The HR Officer** is responsible for verifying the safety checks of all TCW site visitors. These will be logged on the Single Central Register (SCR).
- Student Risk Assessment responsibilities are delegated to the **Curriculum Support Officers (CPO's)** and **Education Support Officers (ESOs)**.



6. Health & Safety Officer (HSO) contact details:

Ross Adams (Head of Safeguarding & Wellbeing) x667 ross.adams@tcw.org.uk

The HSO holds an IOSH accredited qualification.

7. Student Behaviour and Health & Safety

Student misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety.

Staff should be familiar with TCW policies and procedures (e.g. Safeguarding Policy, Code of Conduct, Staff Handbook) as well as their Students' Risk Assessments as collectively these are designed to ensure safety for all.

8. Accidents & Serious Incidents

All accidents or incidents involving staff and/or students MUST be recorded on the [Accident Report Google Form](#) and signed off by management. This includes minor cuts, falls or any near misses. Staff who are unsure about the system must seek advice from HSO or the Central Office.

The Health and Safety Officer (HSO), will monitor the accident log regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid to the Headteacher.

9. Health & Safety Investigations

Accidents or incidents will be investigated by management wherever necessary. Investigations will consider the nature of the incident and the actions taken by staff involved, and provide those involved with a timeframe for the investigation. A standard timeframe for a health and safety investigation would be 2 weeks during term time.

The investigation will be formally written up as a report, presented to the Headteacher and CEO, who will decide how best to proceed. The outcomes of the report might include no further action being taken, a review of risk assessments and working practices, or if evidence of negligence or neglect by staff is present, a disciplinary investigation may be appropriate.

10. Risk Management

The Headteacher will ensure that generic risk assessments are made and kept under review. The Head of Safeguarding is responsible for the delegation of the completion of student risk assessments.



All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the main office (registrar) of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Onsite Leads are responsible for assessing risks in classrooms and teaching lessons is within the competence of a TCW trained teacher.

All staff will use the school's risk assessment template which can be found in the students folder or the teacher drive for a means of assessing risks.

The Health and Safety Officer leads bi-weekly meetings for the Office Manager, ESOs and Onsite Leads to discuss any concerns or building repairs.

11. Risk Assessments

Risk assessments are practical tools designed to assist staff and ensure a safe working environment for all. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

Risk Assessment templates can be used for virtually any situation, but have to be carried out by 'competent' persons. They should always be *proportionate* to the risks or activity undertaken, and simple to understand:

- A **Hazard** is something with the potential to cause harm.
- **Control Measures** are the measures and procedures that are put in place in order to minimise the consequences of a Hazard (e.g. staff training, preliminary visits, warning signs, barriers and insurance).
- Consideration should be given to the **likelihood** and **consequence** any Hazard could potentially cause harm after the Control Measures are in place. The Hazard is then rated 1 to 5 for **consequence** and 1 to 5 for **likelihood** on a standardised matrix. This score gives us a **Risk Rating**.
- If the risk rating scores above a standardised threshold, this will trigger a review of Control Measures and risk by ESO's, HSO, DSL or SLT to determine whether further action needs to be taken to reduce the risk, or if this risk is manageable.

Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks low.

This policy is based on the following legislation and Department for Education (DfE) guidance

Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy

Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers

Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says fire risks must be assessed

Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

[The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

[DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

[DfE guidance on the Prevent duty](#) states schools are expected to assess the risk of pupils being drawn into terrorism

DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable

12. Risk Assessment Roles & Responsibilities

All staff

- are trained in risk assessments and how to complete their role within H&S policy as part of their six week introductory training.
- will use the school's risk assessment template which can be found in the students' google drive folder as a means of assessing risks.
- will make appropriate risk assessments in areas they are responsible for, and will observe the risk control measures that have been determined.



- will undertake to inform the Onsite Leads or HSO of any potential risk as soon as they perceive it.

The Headteacher (in conjunction with other staff)

- will ensure that generic risk assessments are made and kept under review.
- Is responsible with the Health and Safety Officer for the implementation and operation of the policy as it affects their areas of responsibility;
- Will familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- Will set up and implement safe methods of work;
- Will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- Will instruct all staff, students and others under their jurisdiction in safe working practices;
- Will carry out regular safety inspections of their areas and keep records of those inspections;
- Will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Will make available appropriate protective clothing and equipment, first aid and fire appliances;
- Will ensure that toxic/hazardous/flammable substances are correctly used stored and labelled;
- Will provide appropriate health and safety information to relevant persons; and
- Will report any health and safety concerns to the Health and Safety Officer.
- Will ensure that generic risk assessments are made and kept under review.
- The Head of Safeguarding is responsible for the delegation of the completion of student risk assessments.

Health and Safety Officer (HSO)

- leads bi-weekly meetings for the Office Manager, ESOs and Onsite Leads to discuss any issues, concerns, near misses, updates or building repairs.
- keeps records of Health & Safety meetings, tasks and actions.
- keeps records of all accidents, near misses, or investigations involving health and safety matters.
- reports to Head Teacher on health & safety incidents
- Makes a [RIDDOR report](#) if required

Onsite Leads

- Are responsible for assessing risks onsite, including in classrooms and teaching lessons is within the competence of a TCW trained teacher.
- The Onsite Lead is responsible for ensuring that the procedures in this policy are followed by all staff onsite.



CPO and ESO

- are responsible for ensuring that Student Risk Assessments are kept up to date
- are responsible for ensuring that all teachers have updated and signed-off all their Student Risk Assessments.

Teachers

- are responsible for reviewing and updating current information for each of their Student Risk Assessments.

13. Student Risk Assessments - Process & Audit

A school wide standardised Risk Assessment is completed for every student upon referral by an Assistant Head with input from the Head of Safeguarding, SEN Lead or other staff with appropriate expertise, wherever appropriate. The HSO, ESO or DSL may task staff with making specific updates.

The initial risk assessment for each student is created at point of entry to the school. TCW receives confirmation from the referrer and/or social worker for the student that the home is a suitable location for learning to take place. The risk assessment highlights that teachers should be aware of any possible risks in the home when they enter for their initial meeting with the student. Any concerns regarding the home will need to be forwarded to the education team and the DSL where necessary.

- The CPOs and ESOs contribute to the student Risk Assessment after the first initial meeting. CPOs and ESOs ensure that Student Risk Assessments are readily available to all staff teaching or covering any student's lessons.
- These Risk Assessments are checked continuously and updated with any new information, or new information collected following an accident, incident or other risks arising. Additional considerations for new Hazards (such as from science experiments, PE, or cooking) should be made.
- Each Student Risk Assessment is reviewed and signed-off by all Teaching staff before beginning work with each Student, and then again at a minimum of once every half term, or whenever requested by the HSO, CPO or ESO.
- These periodic sign-offs are managed and audited by the CPO's.

14. Trip Risk Assessments

- Trips are not permitted to proceed until the relevant Trip Risk Assessment has been reviewed and signed off by ESO's.
- These are completed by the teachers and checked by the Onsite Leads or ESOs.



- ESOs require a risk assessment at least 48 hours before a trip. Permissions will not be granted unless appropriate Risk Assessments have been made.

15. Onsite Risk Assessments

- These are completed by Onsite Leads, and signed off by the HSO or HeadTeacher.
- These assessments are updated annually.
- Landlords will also contribute independent Risk Assessments where appropriate or required by law. These will be reviewed, compiled and stored by the Office & Facilities Manager.

16. Staff Pregnancy / Staff Health Risk Assessments

These are completed jointly with the relevant staff member involved, either by Health & Safety Officer or HR Lead, as issues are identified. These will then be checked with either HR Lead or CEO. These may be held confidentially and only shared on a need-to-know basis.

17. Student Pregnancy Risk Assessments

Wherever possible this should be included with the standard Student Risk Assessment, unless the pregnancy is confidential for any reason, where it will require a separate Risk Assessment securely stored and only be shared on a need-to-know basis.

Other Risk Assessments may be required or requested. Additional instructions or timeframes will accompany these.

18. Fire Safety

All Staff

- Will familiarise themselves with the school's fire safety procedures;
- Will ensure that fire doors open as intended and that nothing impedes their opening or closing;
- ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Will know any special fire precautions for equipment and materials that they use;
- Will check periodically that the correct fire notices are on display in their teaching areas;
- Will ensure that students know the alarm and evacuation procedure and route from their areas to the assembly area;
- Will keep a register of students present; and
- Will report to the Headteacher/HSO any hazards likely to cause a fire



All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. All staff must be aware that visitors will need to be properly supervised and directed.

In the event of an emergency evacuation of the premises, a member of the front desk staff or Fire Marshal will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site. Fire Marshals will check that all visitors are accounted for during fire drills or evacuations.

Training in action to be taken on hearing the fire alarm is provided by the school.

19. Safeguarding students

This is to be read in relation to the Safeguarding and Child Protection Policy. All staff must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding students and in recognising potential problems.

Any suspicions should be reported immediately to the school's Designated Safeguarding Lead.

Teaching staff are expected to teach risk management to students according to the National Curriculum requirements in their subject, and any requirements the school may have.

20. Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to their Line Manager, school counselor or HR. Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health. Please see the Stress Policy for details.

21. Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

No staff should permit students to ride in their car under any circumstances.

Please see the Lone Worker policy for details.

22. Records

Appropriate records of risk management events and issues will be kept by the Health and Safety Officer (HSO), who will report on such matters to the Headteacher.



23. Accidents & Serious Incidents

All accidents or incidents involving staff and students MUST be recorded on an Accident Report Google Form and signed off by management. Staff who are unsure about the system must seek advice from The Central Office. The Health and Safety Officer (HSO), will monitor the accident log regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid to the Headteacher.

24. Investigations

Accidents or incidents will be investigated by management where necessary. Investigations will consider the nature of the incident and the actions taken by staff involved. The outcomes of the investigation might include no further action being taken, a review of risk assessments and working practices, or if evidence of negligence or neglect by staff is present, a disciplinary investigation may be appropriate.

25. Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety. Staff must know the school rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.

26. Status Review

The School will contribute to the school's annual health and safety status review.

27. Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on nondiscrimination and equal opportunities is taken into account. For further information, please refer to the separate Equality and Diversity policy.

28. Monitoring and Review

The Headteacher will monitor the progress of the policy. The HSO will liaise with the Headteacher to ensure that it remains in line with school policies.



HEALTH & SAFETY POLICY:

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to The Complete Works Independent School

Please read and note the following information.

1. Signing in and out: please remember to sign both in and out of the visitors' book.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. You must go to the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
3. Telephones: are situated in the main office.
4. In the event of any injury: please inform a member of staff.
5. If you should identify a hazard please tell a member of staff.
6. Toilets: staff and visitors' facilities are clearly signed and separate from the student toilets.

Thank you



29. Policy for admission of visitors into a school building

Aim

To ensure the safety of students, staff and other adults and young people on all TCW premises.

Visitor procedure for the Creative Hub and Shoreditch Hub.

- *The correct poster (see appendix) should be put on the main front door in a place where it can be seen easily by any visitors, without limiting your ability to see who's outside the door*
- *All visitors must come to the central office to sign in and be given a visitor lanyard before being let in onsite*
- *If an employee is expecting a visitor, they must ensure that they or another member of staff are at the central office at the agreed time so you can accompany them to the hub after they have signed in and been given a lanyard. The visitor must be escorted back to the office at the end of their visit, as they must sign out and return the lanyard.*
- *If an employee has been asked by HR to obtain a DBS number, they must ensure that they do not take a photocopy of it.*
- *If an unexpected visitor arrives at the hub and knocks on the door, employees must not open the door, but point to the poster and tell them they have to go to the central office and that you can't let them in otherwise. If they persist, employees must repeat themselves but mustn't open the door.*
- *If the person becomes aggressive and/or if students are present in or near the door, employees can inform them that the police will be contacted if they don't leave, or call the Head of Safeguarding/DSL and someone will come down from the central office and have that conversation with them. Please do not answer any questions about employees locations or hours etc.*
- *The Onsite Lead should answer all door knocks/visitors and that all staff and students are aware that **no one should do this except the onsite lead***
- *If a delivery person arrives, please only open the door and take whatever they are delivering without letting them in. This is so that the door isn't open and someone else is able to access the building unnoticed while the delivery is happening*



Visitor procedure for the Bermondsey Hub.

- The correct poster (see appendix) should be put on the main front door in a place where it can be seen easily by any visitors, without limiting your ability to see who's outside the door
- All visitors must arrive at the reception at the entrance of the building and inform the reception that they are here to see a member of TCW staff. The receptionist will then call the TCW Bermondsey office and the Onsite Lead will report to the reception with a visitor lanyard.
- If an employee has been asked by HR to obtain a DBS number, they must ensure that they do not take a photocopy of it.
- The visitor will wear their lanyards and sign in the visitor book.
- Visitors must be supervised by at least one member of staff at ALL times.
- If an unexpected visitor arrives at the reception, the receptionist will call the TCW Bermondsey office. The Onsite Lead will inform the visitor that they must make an appointment prior to a visit and we are unable to accommodate unexpected visitors.
- If the person becomes aggressive and/or if students are present in or near the door, employees can inform them that the police will be contacted if they don't leave, or call the Head of Safeguarding/DSL. Please do not answer any questions about employees locations or hours etc.
- The Onsite Lead should answer all door knocks/visitors and that all staff and students are aware that **no one should do this except the onsite lead**
- If a delivery person arrives, please only open the door and take whatever they are delivering without letting them in. This is so that the door isn't open and someone else is able to access the building unnoticed while the delivery is happening

Visitor procedure for the Central Office:

- Visitors will arrive to the central office through the main entrance. They will ring the buzzer and be greeted by the Office Manager, or a member of staff on the first desk.
- The Office Manager will confirm who they are here to see and ask them to sign in on the visitor book and give them a visitor lanyard. Visitors may be required to show identification.
- If an employee has been asked by HR to obtain a DBS number, they must ensure that they do not take a photocopy of it.
- Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.
- Visitors must be supervised by at least one member of staff at ALL times.
- The Office Manager will then locate the staff member the visitor is due to meet with.



- The Office Manager will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.
- In the event of an emergency evacuation of the premises, a member of the front desk staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

30. Security

It is the duty of any member of staff to report to the Onsite Lead or Headteacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Onsite Lead/Headteacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to the police and alerting all staff).

Any suspicious person will be asked to wait in the foyer whilst a second member of staff is called.

Should an adult try to force entry into the school the following guidelines should be followed:

If practical, the door should be closed upon any such person trying to enter.

Help or assistance should be called for while any students are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.

Any member of staff not involved in supervising students should go to provide assistance.

Supervising staff of classes in proximity to the point of entry of the unauthorised person should, if possible and thought necessary, take the students quietly away to a more remote location.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

The Onsite Lead is responsible for ensuring that the procedures in this policy are followed by all staff onsite. On behalf of the proprietor, the Headteacher will monitor the carrying out of this policy at least once a year.



Appendix. 1

Visitor checklist

All staff who would like to arrange a visitor must inform the DSL. The HR Officer will contact the staff member to ask for documentation/information provided by the visitor. This information will be logged on TCW's Single Central Register (SCR).

The SCR is a database that is used to ensure that we are effectively safeguarding our students and staff, as well as meeting the necessary Ofsted requirements.

At least a week before the session/visit but earlier if possible:

- Visitor in regular contact- Providing a workshop at least once a week or more than 3 times in a month.

We will either need to carry out a DBS check or get a current DBS number, they will need to show you the document on the day of the visit. Inform the HR Officer and they will confirm what document/details are needed.

- Visitor not in regular contact- Providing a one off workshop and will be supervised at all times. We DO NOT need to obtain a DBS but we still need to be aware of their visit and provide the below details.

All visitors

Visitors must submit a written breakdown of what the session includes to the HR Officer- this should be a mini lesson plan/SOW and a summary of exactly what will be taking place to ensure that it is appropriate for our students.

If the visitor is coming to complete an audit/give training, they must show a qualification to confirm that they are able to provide the service required.

Consider whether a new risk assessment needs to be completed.



Appendix 2

Poster information for Shoreditch and the Creative Hubs

For the safeguarding of our students, ALL VISITORS must report to the TCW Office to sign in before entering this site. We are unable to let you in if you are not accompanied by a TCW staff member and wearing a TCW visitor lanyard.

Please report to the TCW Office on 3rd floor, Universal House, 88-94 Wentworth Street, E1 7SA where you will be registered and issued with a lanyard.

Polite notice to all staff and students

Please do not open the door for anyone, whether you recognise them or not. TCW staff have badges that will allow them access to the building.

If anyone knocks on the door, or approaches you to be let into the building, please speak with the Onsite Lead. They are the only person who should engage with anyone wanting access to the site and will decide whether they can enter the building.

Many thanks,

The Safeguarding Team