



## **Visitor Safeguarding Policy**

### **Introduction**

Essex Youth Build is committed to safeguarding and promoting the welfare of all young people. Safeguarding is everyone's responsibility. All visitors to Essex Youth Build have an important role in helping us ensure that trainees are kept safe. This policy outlines the safeguarding expectations and procedures for visitors to Essex Youth Build. If you are unsure of anything within this document, please speak to a member of staff.

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### **Visitor Requirements**

All visitors must provide identification when asked.  
All visitors must sign in on arrival and sign out before leaving.  
Visitors who park on site must ensure that their vehicle registration details are provided when signing in.

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### **Key Safeguarding Personnel**

Manager & Designated Safeguarding Lead (DSL): Hayley Rose Pearce  
Deputy Designated Safeguarding Lead (DDSL): Rachel Dodson  
Governor for Safeguarding: Joe Brennan

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### **What is Abuse?**

Abuse is the maltreatment of a child or young person. It may involve neglect, or any form of physical, emotional, or sexual mistreatment that leads to harm. Abuse can be inflicted by adults or peers and can affect any young person, regardless of age, gender, race, or ability.

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### **Reporting Concerns**

If you are worried about a trainee:  
Share your concern immediately with the DSL or DDSL.  
If you cannot locate them, the Essex Youth Build office will arrange contact.  
If a trainee makes a disclosure:  
React calmly and listen without judgement.



Do not promise confidentiality; explain that you must share the information with the DSL.

Reassure the trainee honestly and appropriately.

Do not interrogate, ask leading questions, or criticise the alleged perpetrator.

Make clear, accurate notes including the date, time, place, observations, and exact words spoken.

Report your concerns immediately to the DSL or DDSL.

**Follow Essex Youth Build's Safeguarding and Child Protection Policy at all times.**

If you are concerned about a member of staff:

Report the concern to the Manager (or Deputy in their absence).

If the concern relates to the Manager, report it to the Governor for Safeguarding.

Contact details can be obtained from the Essex Youth Build office.

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Professional Conduct for Visitors

To protect both young people and yourself, visitors must:

Speak to trainees calmly and respectfully.

Avoid physical contact with trainees except to prevent immediate harm.

Avoid being alone with a trainee unless necessary, and ensure other staff are aware.

Report any inappropriate behaviour by a trainee towards you, and record the date, time, and details.

Never:

Exchange personal contact details with trainees.

Arrange to meet trainees outside Essex Youth Build.

Contact trainees via social media.

Use a personal mobile phone or camera around trainees.

Discuss confidential information outside Essex Youth Build or online.

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Health, Safety and Emergencies

**Fire and Evacuation**

If the alarm sounds, exit by the nearest fire exit and go to the assembly point on the pavement opposite the industrial estate entrance (next to the Kiln and Lodge sign).

Remain there until given permission to re-enter.

If you discover a fire, activate the alarm and inform a member of staff if possible.



### First Aid

In case of injury or illness, inform a member of staff or a trained first aider.

Visitors must not treat trainees unless authorised.

In an emergency, dial 999 without delay.

Accidents and Incidents

All accidents and incidents must be reported to the Essex Youth Build office.

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### Compliance

By entering Essex Youth Build premises, all visitors agree to comply with this Visitor Safeguarding Policy. Failure to follow these requirements may result in permission to remain on site being withdrawn.