

The Laurel Trust school visit guide:

Beforehand:

- Check any previous visit priorities and review any relevant documentation
- Confirm visit focus, timing and travel arrangements
- Look at the school website and, in particular, familiarise yourself with the safeguarding section

At the school:

- Make sure you follow all visitor conduct arrangements for the school you're visiting (this is likely to include reading and accepting the school commitments to safeguarding, wearing a school visitor lanyard)
- Act as an ambassador for The Laurel Trust at all times
- If you see or spot something that raises a (potential) safeguarding concern for you, please refer this to the school designated safeguarding lead (DSL), so that they can decide what the next steps are
- If on a visit, someone mentions a concern to you, never promise to keep the information confidential but report it to the school DSL, so they can decide what the next steps are

Afterwards:

- Let the Trust DSL know about the steps you have taken regarding any safeguarding concerns you raised.

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