

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 your Laurel Trust lanyard and, in some cases, a school visitor lanyard as well)
- Unless absolutely essential, please switch mobile phones off
- 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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