



WREKIN  
LOVE THE JOURNEY

# Wrekin College

# Wrekin Prep

## Visitor Code of Conduct – Information for Visiting Adults

Welcome to Wrekin College and thank you for visiting. The guidance in this document is designed to support a safe and welcoming environment for all members of our community. Wrekin College is committed to safeguarding and promoting the welfare of children and young people and expects all visitors to share this commitment.

### Signing In

All visitors must sign in at Reception on arrival and wear the visitor badge provided at all times whilst on site. The badge must be returned to Reception when signing out.

### Supervision

Visitors will normally be collected from Reception and accompanied by the member of staff they are visiting. Visitors should not move around the College unaccompanied.

### If working with Pupils

Visiting adults are not expected to replace a teacher, but to provide encouragement and act as positive role models. Activities undertaken with pupils should always be appropriate and supervised, with a member of the school staff in attendance.

### Confidentiality

Visitors must respect the need for confidentiality. Information relating to pupils, staff or families must not be shared outside the College.

### Photography and Mobile Phones

Photographs or videos of pupils must not be taken without permission from the College. The school policy on Mobile Phones is that they are “off and away” and we respectfully ask all visitors to adhere to the school policy whilst on site.

### Safeguarding

If you witness anything that causes concern regarding the welfare or safety of a child please report it immediately to a member of staff or the Designated Safeguarding Lead.

**Designated Safeguarding Lead: Mr David Blackham [dblackham@wrekincollege.com](mailto:dblackham@wrekincollege.com) **07483 973081****

### Health and Safety

In the event of a fire alarm, leave the building immediately and follow staff instructions to the designated assembly point.

## General Site Rules

- No smoking or vaping anywhere on site.
- Use visitor toilets only.
- Follow all safety instructions from staff.
- Vehicles and contents are left at the owner's risk.

## School Contact Details

### The Head

Wrekin College  
Sutherland Road  
Wellington  
Shropshire  
TF1 3BH  
Tel: 01952 265600

## Wrekin College – Visitor Site Map

Please refer to the official Wrekin College campus signage or maps available at Reception. Key visitor locations typically include:

- Main Reception
- Visitor Parking
- Sports Facilities
- Playing Fields
- Designated Fire Assembly Points

Visitors must remain within authorised areas of the campus and follow directions provided by Wrekin College staff at all times.