

Rhif Elusen: 1143768
Cwmni cyfyngedig drwy Warant:
3855779



Charity number: 1143768
Company Ltd by
Guarantee 3855779

Swyddfa/Office: 36-38 Pendre, Aberteifi/Cardigan, Ceredigion SA43 1JS
Cysyllt/Contact 07968723618

Visitors Policy

This policy is part of an ongoing commitment by Jig-so to ensure a safe and non-judgemental environment for users of the centre. This document also supports Jig-So's policies on child protection, health and safety, confidentiality, participation, data protection and our equality policy.

- Please note the Co-ordinator is not based on the site
- Limitation of space
- All visitors are expected to adhere to the protocol. If for any reason difficulties are experienced please address these to the Co-ordinator/Trustees
- If not accompanying or engaged with a child and parent who are accessing Jig-so visitors are required to make an appointment with the Co-ordinator by telephone, email or letter.
- All visitors must have means of identification, and be prepared to show this to staff members
- All visitors must sign the 'signing in book' with name, time of arrival and departure
- All visitors on entering Jig-so must make themselves known at first to staff members and inform them of the purpose of their visit
- Staff members reserve the right to ask visitors to leave the premises
- Information sharing is subject to those involved giving their permission.

It is vital to our Service that everyone has a mutual respect for each other and their environment of trust.

Cadeirydd/Chair: Linda Grace.

The Laurels, Heol Gwbent Road, Aberteifi/Cardigan, Ceredigion SA43 1AF