

CENTRE ALGARVE

A GUIDE FOR VISITORS & VOLUNTEERS

**We offer you a warm
welcome and aim to provide a
caring & safe environment**

**Important information
on safety, visitor care and
safeguarding.**

**Sitio Da Fornalha, Moncarapacho,
Portugal 8700 072
Tel: 00 351 289 798 136**

FIRE SAFETY

IF YOU DISCOVER A FIRE:

- Sound the fire alarm by breaking the glass at a call point.
- Only use an extinguisher if you are trained to do so
- Evacuate the building using the nearest and safest available exit and go to the fire assembly point. **This is the CAR PARK**
- Report to Tom & Belinda

ON HEARING THE FIRE ALARM

- Immediately the fire alarm sounds, you must evacuate the building
- Do not run or panic.
- Go to the fire assembly point
- Report to Tom & Belinda
- Do not return to the building until you are instructed that you may do so

ACCIDENTS & 1st AID

- You must report **ALL** accidents and incidents even if you do not sustain personal injury.
- Accident/Incident report forms can be obtained from Tom & Belinda
- 1st aid kit is located in the Discovery Zone
- To call an ambulance, dial 112 and state your location as Centre Algarve (address on front)

MEDICATION & GASTRO FEEDS

- You will find a guest fridge in the Discovery Zone where you may securely store any medications
- You may prepare and store any specific feeding equipment or food in the guests kitchen in the Discovery Zone.

HEALTH & SAFETY

The Centre Algarve expects all visitors and volunteers to:

- Take care of themselves and those who may be affected by their acts;
- Co-operate with the Centre on all health and safety matters;
- Report any hazards or suspicious activities;
- Staff not CRB cleared are not permitted to be alone with any child.
- Each room and bathroom is fitted with an emergency pull cord
- Please read the Risk Assessment for specific information

Further Health & Safety information can be found in the H&S Folder

KEY CONTACTS

TOM	- 962 912 230
BELINDA	- 961 917 917
PHARMACY	- 289 702 225
NEAREST HOSPITAL	- 289 702 055
LOCAL DOCTOR	- 289 700 260
POLICE STATION	- 289 703 089
FIRE BRIGADE	- 289 710 000

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SAFEGUARDING

The Centre Algarve recognises that safeguarding does not solely refer to protecting children from deliberate harm but also the day to day practices within the Centre including the care, support and guidance for staff, volunteers and visitors.

Your time with us as a Volunteer at the Centre is valued and we want it to be a positive and rewarding experience for you.

If at any time during your placement, you experience something that you would like to share with us or have a debriefing session on, please speak to Tom or Belinda.

As a volunteer you will not undertake any intimate personal care or moving of the children or be left alone with a child.

FEEDBACK

Thank you for visiting the Centre Algarve, we hope you have had a truly amazing experience and we look forward to welcoming you back.

If you have any comments or suggestions please feel free to discuss them as your feedback will only support us further in our dreams and aspirations to provide an outstanding experience for those that need it.