

# Welcome To



# Safeguarding and Health & Safety Guidance for Visitors

2025 – 2026

## Visitor Safeguarding Information

All Visitors to Hope House School must report to Reception on arrival.

- Please sign in and wear your visitors' lanyard.
- You will be told if there is a Fire Drill planned.
- The disabled toilets are in the south block.
- Personal mobile telephones must be kept on silent and should be kept securely.
- We are a non-smoking site – This includes vaping.
- You must not have any smoking/vaping equipment on your person.
- Any food must be consumed in the dining room.

**THIRD – PARTY HARASSMENT  
ZERO TOLERANCE POLICY**

HOPE HOUSE SCHOOL

DO NOT TOLERATE ANY FORM OF

SEXUAL HARASSMENT

ABUSE OR AGRESSION TOWARDS OUR STAFF

**FAILURE TO COMPLY WITH THIS POLICY  
WILL RESULT IN THIRD PARTIES BEING  
STOPPED FROM ATTENDING SITE AND  
WHERE RELEVANT CONTRACTOR'S  
EMPLOYER WILL BE INFORMED OF THE  
COMPLAINT**

## British Values

Support fundamental British Values and our school values:

Be consistent with the ethos of the school and not marginalise any communities, groups, or individuals:

Not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.

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## Code of Conduct

Do Not photograph children.

Be aware of appropriate boundaries with a child

Behave in a mature, safe, respectful, fair and considerate manner.

Adhere to all of the schools' policies and procedures.

If asked to leave the area by a member of staff, please do so immediately.

## Safeguarding Information

Hope House School is committed to safeguarding and promoting the welfare of children and young people.

We expect our staff, including supply staff and volunteers to share this commitment.

The concerns you have may be part of a bigger picture, which could help to prevent serious harm to a young person.

Giving families help at an early stage.

Never keep concerns about the safety of a young person to yourself.

Remember these 3 important things:

1. All children have a right to be safe no matter who they are or what their circumstances.
2. Keeping children safe is everyone's responsibility.
3. We all need to listen to children, even though we may not always be comfortable with what we hear.

## Who should I talk to if I have concerns about a young person?

### Designated Safeguarding Lead:

Michelle McRae

[MMcrae@hopehouseschool.co.uk](mailto:MMcrae@hopehouseschool.co.uk)

Headteacher



### Or any of the Deputy Safeguarding Leads:

Miriam Reynolds

[mreynolds@hopehouseschool.co.uk](mailto:mreynolds@hopehouseschool.co.uk)

Deputy Headteacher



Amy Peate

[apeate@hopehouseschool.co.uk](mailto:apeate@hopehouseschool.co.uk)

Pastoral Support



Kirsty Thompson

[kthompson@hopehouseschool.co.uk](mailto:kthompson@hopehouseschool.co.uk)

Pastoral Support



Brian Jones

[brianjones.trustee@hopehouseschool.co.uk](mailto:brianjones.trustee@hopehouseschool.co.uk)

Chair of Trustees



If you wish to speak to a member of the Senior Leadership Team after you have left the school site, please call:

01636 700380

## Visitor Procedures

Once you have signed in at Reception, you are asked to remain in the waiting area until your host comes to collect you.

### Health & Safety

A safe working environment is essential, and all visitors are expected to co-operate to ensure the high standards at our site are maintained.

### Accidents & Incidents

Report all accidents, incidents, or near-misses to your host. If you require first aid treatment, please speak to your host, or contact Reception immediately.

### Emergency Procedures

If you should hear the fire alarm, leave at the building at the nearest fire exit and make your way to the furthest point of the car park. To raise the alarm please press one of the fire alarms around the site.

### Confidentiality

All matters relating to Hope House School are confidential. Phones are expected to be switched off during meetings and photography is strictly forbidden unless prior arrangement has been agreed.



Smoking and the use of mobile phones are prohibited on the school site. All medicines should be always kept in a secure place and under no circumstances should be administered to children.

