

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 PART HARRASSMENT ZERO TOLERANCE POLICY

**HOPE HOUSE SCHOOL DO NOT
TOLERATE ANY FORM OF SEXUAL
HARRASSMENT ABUSE OR
AGGRESSION TOWARDS OUR
STAFF**

**FAILURE TO COMPLY WITH THIS POLICY WILL
RESULT IN THIRD PARTIES BEING STOPPED
FROM ATTENDING SITE AND, WHERE
RELEVANT, CONTRACTORS AND EMPLOYERS
WILL BE INFORMED OF THE COMPLAINT**

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 the building through the nearest fire exit and make your way to the grassed area outside the Cosy Room. Please remain with your host at all times. 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 kept in a secure place at all times and under no circumstances should be administered to children.

British Values

Please support fundamental British Values and our school values by:

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

Not seeking 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.

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 visitors 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
michelle.mcrae@senadgroup.com
Headteacher



Or any of the Deputy Safeguarding Leads:

Miriam Reynolds
miriam.reynolds@senadgroup.com
Deputy Headteacher



Amy Peate
amy.peate@senadgroup.com
Pastoral Support



Kirsty Thompson
kirsty.thompson@senadgroup.com
Pastoral Support



Sara Forsyth
sara.forsyth@senadgroup.com
Director of Education



If you wish to speak to the Designated Safeguarding Lead after you have left the school site, please call:

01636 700380

Welcome To



**HOPE HOUSE
SCHOOL**

part of the SENAD Group

Safeguarding and Health & Safety Guidance for Visitors

2026 – 2027