

Welcome To

Hope House School

Transforming the lives of children living on the Autistic Spectrum

Visitor Safeguarding Information

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

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

- Please be aware we have CCTV on site for monitoring purposes.

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:

Michael Westmoreland

Michael.westmoreland@hopehouseschool.co.uk

Vice Principal

Or any of the Deputy Safeguarding Leads:

Terri Westmoreland

enquiries@hopehouseschool.co.uk

Principal

Julie Hilton

Julie.hilton@hopehouseschool.co.uk

Pupil Manager

Lauren Taylor

Lauren.taylor@hopehouseschool.co.uk

Behaviour Manager

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 kept in a secure place at all times and under no circumstances should be administered to children.