



## Safeguarding and Child Protection information

We have a legal and moral responsibility to provide our learners with a safe learning environment. Robust Safeguarding, Child Protection and Prevent Policies are in place, we adhere to strict guidelines for the safer recruitment of staff, including carrying out enhanced DBS with barred listing checks for all staff and volunteers engaged in regulated activity.

All staff, irrespective of status, undertake

mandatory safeguarding training.

Provide a learning environment which offers a safe place for learners to explore views and promotes fundamental British Values

Hopwood Hall College has well trained Designated Safeguarding Team in place who have specific responsibility for operational Safeguarding and Child Protection arrangements.



**Nimisha Mistry**

Senior DSO and Prevent lead



**Tracey Marrow**

DSO



**Nicola Metcalfe**

DSO



**Helen Redman**

DSO



**Steven Pickard**

Health and Safety Manager



[www.hopwood.ac.uk](http://www.hopwood.ac.uk)

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# Welcome to Hopwood Hall College Visitor Information



## Safeguarding and Child Protection

Hopwood Hall College is committed to safeguarding and promoting the welfare of all our young people and providing a safe and secure environment.

We expect all visitors to follow the Hopwood Hall College procedures to safeguard, protect and promote the welfare of all our learners.

### All visitors must:

- Provide ID
- Sign in and out
- Wear visitors lanyard at all times
- Remain with your host or in designated area at all times
- Read and familiarise yourself with the Child Protection information overleaf.

## Important information for visitors

### Health and Safety

- You have a legal responsibility to care for your own and others Health and Safety
- Observe the rules of the College, in particular follow any instructions given by College staff and comply at all times with the College Health and Safety Policies and Procedures
- Remain with your host or in your designated area at all times
- Report ALL illness, injury, accidents/incidents, hazards or suspicious activities immediately to a member of College staff
- Hopwood Hall College accepts no responsibility for loss or damage to visitors property
- Please behave in a way that shows respect for others and avoid language or actions that may cause offence.

### Fire Alarm

If the fire alarm sounds please leave the building by the nearest exit and report to the assembly point (information is displayed on Fire Action notices throughout college).

Please let reception know if you have any condition that may affect or restrict your ability to leave the building in an emergency.