



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.



Tracey Marrow
Designated
Safeguarding
Officer



Katie Howarth
Safeguarding
Officer



Laura Hilley
Safeguarding
Officer



Jacob Mahony
Safeguarding
Officer



Sadia Khan
Safeguarding
Officer



Caroline Street
SLT Safeguarding
Lead

e. safeguarding@hopwood.ac.uk
t. **07850 323664** or **07917 233738**

Welcome to
Hopwood Hall College

Visitor Information

Keeping You Safe



Funded by



European Union
European
Social Fund

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 college community.

All visitors must:

- Provide ID
- Sign in and out at reception
- 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.
- Report any concerns to reception or the Student Safety Officers.
- Comply with H&S instructions

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 our College Values
- Hopwood Hall College has a designated safeguarding team who have specific responsibility for safeguarding and child protection and will oversee our responsibility on a day to day basis to keep you safe.
- Our Pastoral and Welfare Team will support our learners and ensure you are safe on campus.
- The college has a zero tolerance to any form of sexual harassment, please report any concerns to a member of the Safeguarding Team.

Keeping you Safe

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.