



## 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



**Nimisha Mistry-Miah**  
Senior  
Designated  
Safeguarding  
Officer



**Katie Howarth**  
Safeguarding  
Officer



**Laura Hilley**  
Safeguarding  
Officer



**Zoe Keenan**  
Safeguarding  
Officer



**Sadia Khan**  
Safeguarding  
Officer



**Caroline Street**  
SLT  
Safeguarding  
Lead



**Lewis Crichton**  
Health and  
Safety Lead

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.

## 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.