

## GENERAL INFORMATION

### Fire and emergency evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble in the carpark.

Our staff will direct you.

### First Aid

Please ask at Reception if you need assistance.

### Accidents and Incidents

Please report these to Reception.

### Access to the Internet

All users of HPRS Wi-Fi must comply with the Acceptable Use of ICT policy.

Please ask reception for details.

### Visitors' Toilets

Located on the ground floor.

Please ask at Reception for directions.

### Parking and Disabled Access

Limited parking is available in our car parks, but spaces can be reserved. Please make arrangements in advance of your visit.

At St. David's Centre the first floor can be accessed via a lift.

### Smoking

Please note that both smoking and vaping are **NOT** allowed anywhere on HPRS premises.

## CONTACTS

### Designated Safeguarding Leads

(DSL)

James Bowdler

Nick James-Williams

### Deputy Designated Safeguarding Leads

(DDSL)

Sandie Stephens

Sam Morris

Jenny Hammond

Amanda Pandeli

### Management Committee Member with Safeguarding responsibility

Jonathan Nicholas

### Head of Centre

James Bowdler

### Multi-Agency Safeguarding Hub

(MASH)

01432 260800



# Important Information for Visitors: Safeguarding & Safety



## CHILD PROTECTION

HPRS is committed to safeguarding and meeting the needs of our pupils. The purpose of this leaflet is to provide advice and guidance and outline safe working practices that must be followed when on site at HPRS.

Everyone at HPRS works together to ensure that children are kept safe by contributing to providing a safe environment for learning and identifying children who are suffering or likely to suffer significant harm. In these cases we will take appropriate action with the aim of making sure they are kept safe both at home and at school.



## VISITING HPRS

Any adults (that are not school employed staff) that arrive at HPRS must sign in at reception. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the office before they leave. This procedure is followed on both safeguarding and fire safety pre-cautions grounds.

Local Authority employees should wear the identification badges issued by Herefordshire Council.

**Please ensure that you sign in and out of the premises and that you wear your visitor badge at all times whilst on site.**

## CONCERNED?

### What should I do if I'm concerned about a child?

Report all concerns to the Head of Centre or Designated Safeguarding Lead. (DSL).

### What should I do if a child discloses something to me?

- Listen to what is being said
- Allow the child to talk freely
- Reassure the child but do not make promises that may be impossible to keep
- Do not promise confidentiality
- Explain that you have to tell the safeguarding leads
- Do not ask leading questions
- Immediately record details of the disclosure including wherever possible the exact words or phrases used by the child.

### What should I do if the incident involves a member of staff?

You should report your concerns directly to the Head of Centre. If they are not available, please report to the Deputy.

### What should I do if the incident involves the Head of Centre?

You should report your concerns directly to the Member of the Management Committee responsible for Safeguarding.

## RESPECT

We expect visitors to show respect and concern for others by supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the HPRS community.

We will not tolerate disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of HPRS premises. This involves using loud and/or offensive language or displaying temper.

- Please **do not** initiate verbal or physical contact with pupils unless it is appropriate and a part of the agreed reason for your visit
- Please **do not** give out any personal information to pupils
- Please **do not** give pupils details of your personal social network accounts or engage in any communication with students using social networking sites

***If you would like to see a copy of our Safeguarding Policy, please ask at Reception.***

**Keeping children safe is everyone's responsibility**

