**Welcome to Hopefields School. We hope you will enjoy your time at our school. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.**

If you are visiting us, you will be required to show ID to staff upon arrival (if you are not known to us as part of our Safeguarding policy). Please have this ready when you arrive. Visitors and contractors are required to sign in and will be given a badge that they should wear and display at all times when on the school premises.

**Be Safe**

**Disclosure by a child/vulnerable adult:**  
If a student discloses information about significant harm, you should:

* Listen – do not lead.
* Tell the student that you need to tell someone else —you cannot promise confidentially.
* Make accurate notes of what has been said by the student and pass this immediately to the D/DDSL.

It is not your responsibility to investigate but to report to:

**Craig Fletcher** (**DSL)  
Emily Greenhalgh (Head Teacher, DDSL)**

Do not leave the premises until the information has been passed to the D/DDSL: Tel. 01642 205233 or [admin@hopefields.org.uk](mailto:admin@hopefields.org.uk)

* Please ensure you are aware of the school’s **Safeguarding Procedures** including safer working practices, confidentiality and emergency procedures.
* Before helping in school, all adults will have undertaken a DBS check appropriate to their role and will be asked to agree their acceptance of school polices at induction.
* Volunteers/adults are reminded that they may not support/help a child in isolation as a matter of safety for all. You must not have any physical contact with any student.
* You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
* The member of staff you are working with will be responsible for sharing other procedures and additional information specific to the context in which you will work.

**All matters relating to school should remain confidential.**

**Emergencies - The fire alarm is tested weekly and you will be informed if a test is scheduled during your visit.**

* If you hear the continuous sound of the fire alarm, please leave the building immediately by the nearest exit and assemble in the car parks. Do not re-enter unless you are told to do so by the Headteacher/DSL.
* Please familiarise yourself with the nearest fire exit and extinguisher.
* In the unlikely event of an accident to an adult or student, inform a member of staff immediately. Some staff are first aid trained and all accidents or ‘near misses’ must be reported. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

**If you see or hear something that concerns you, then please speak to a member of staff immediately.**

**Parking at the School**

The School has 2 car parks, the main staff car park is at the rear of the building and there is ample parking at the front of school where the visitor entrance is located. Should the visitor car park be full, please use the staff car park.   
  
**Disabled Access**  
Hopefields School is a building on a single level and is easily accessible to disabled visitors. Should you require any assistance (especially in an emergency) please ask or make any specific needs known on arrival. A number of staff are BSL users and can also support your communication needs.  
 **School Facilities**

* The toilets are located on both sides of the building and are clearly signposted.
* Visitors are invited to use the office to safely store personal bags and to help themselves to tea/coffee in the kitchen.
* Hot drinks can only be taken if in a thermos mug with a lid if students are on break or lunch.
* If you stay with us over lunchtime you can bring a packed lunch or on arrival you could order a school lunch which you are required to pay for. No fizzy/energy drinks are permitted.
* Hopefields operates a **no smoking and no vaping policy** on any part of the school site.

**E-Safety**

**Access to the Internet:**

All users of the school systems and Wi-Fi must comply with the E-Safety policy, which is available on the website for your perusal.

**Mobile Devices:**

Images must not be taken of any child or adult without the prior approval of a staff member and only then on a school device. Please keep your mobile phone out of sight and on silent.

**PLEASE REMEMBER**

All adults in school are expected to be an excellent role model to students at all times.

Hopefields welcome a significant number of visitors. Please be mindful of disturbing the learning of our students; feel free to chat to all staff and students during break and lunchtime.

Please do not speak to our learners about how strict you may feel Hopefields is, or mention mobile phones/ICT.

You may see students who become unregulated and are finding it difficult to maintain calm. Please do not intervene with students in these cases. Staff are highly trained in positive behaviour strategies and physical restraint techniques and will request help when/if needed.

Our students enjoy feedback regarding their learning and behaviour, and so we urge you to share thoughts and comments via email to: [admin@hopefields.org.uk](mailto:admin@hopefields.org.uk) where they will be read out in our morning ‘join up’ sessions.

***We are committed to safeguarding and promoting the welfare of students and young people and expect all staff, volunteers, visitors and outside agencies to share this commitment.***