

## Health and Safety at Work

A safe learning and working environment is provided and all visitors and contractors are requested to cooperate in the maintenance of the high standard of safe practice.

Smoking is not allowed anywhere on the site.

## Contractors

After reporting to reception, and before commencing work, all contractors must report to the Site Manager. Only the Site Manager or Director of Finance Operations will sign completion or attendance documentation and all work will be inspected before being signed off.

## Child Protection

Adults working around young people and children or working with them must be aware of the risk of abuse by adults or other young people. Maiden Erlegh Trust believes that all students have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety during the course of your visit at any of the Maiden Erlegh Trust schools:

1. Immediately inform one of the CP contacts listed overleaf.
2. Write careful notes about what you have seen, heard or been told about. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

## Emergency Procedures

**Evacuate:** When the alarm sounds exit the building immediately and assemble in the designated area for visitors in the tennis courts. Please remain with your host.

**Lock-down:** Communication will be via email/computer system. Please remain in the room/office and lock the door. Close any windows/blinds and remain quiet and out of sight.

**Illness:** If you fall ill or require medical attention during your visit, please report to the main office/reception.

## Child Protection Contacts

### DESIGNATED SAFEGUARDING LEAD

Mrs Claudine Muller

### DEPUTY SAFEGUARDING LEADS

Mrs Teresa Johnson

Mrs Pam Thompson

### HEADTEACHER

Mrs Jane Straw

School reception: 01189 375 524

[admin@hamilton-school.co.uk](mailto:admin@hamilton-school.co.uk)



40 Christchurch Road, Reading RG2 7AY

[www.hamilton-school.co.uk](http://www.hamilton-school.co.uk)



# VISITOR INFORMATION



Guidance for adults  
visiting or working at the  
Hamilton School

Please wear your ID badge at all times and remember to sign out at reception when you are leaving.

## School Day

Monday to Friday	
Breakfast Club	8:00 - 8:30
Ready to learn time/ Activities	8:30 - 9:00
Tutor	9:00 - 9:20
Lesson 1	9:20 - 10:00
Lesson 2	10:00 - 10:40
Break	10:40 - 11:00
Lesson 3	11:00 - 11:40
Lesson 4	11:40 - 12:20
Lunch	12:20 - 1:00
Lesson 5	1:00 - 1:40
Lesson 6	1:40 - 2:20
End of the school day	2:20

## Our Commitment

### To safeguarding

Adults visiting Hamilton School play an important part in the life of the school, whether working to maintain or improve the site, or visiting students, mentoring, counselling or coaching.

We can all play a part in keeping the young people in the school safe whilst working on, or visiting the school. This is whether you are directly employed by the school, a guest or a contractor or sub-contractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. The school wants to promote safe working practices for everyone on the school site, whatever your job or reason to be here.

To keep yourself safe from possible allegations please follow this advice...

### Do Not

**DO NOT** instigate verbal or physical contact with students (this applies both on and off the school grounds) unless it is appropriate and a part of your agreed visit.

**DO NOT** respond to verbal or physical contact from students. If this occurs, or you have any other concerns about student behaviour – then report it immediately to the member at Hamilton School who is responsible for your visit, or a member of the Site Team, or one of the CP contacts listed.

**DO NOT** put yourself in a 1:1 situation with a student or work unsupervised with students, unless this has been agreed in advance.

**DO NOT** give personal information to any student – for example your name, address, telephone or mobile phone number or private email address.

**DO NOT** take any photographs or videos unless by prior arrangement.

**DO NOT** accept or respond to a student attempting to give personal information – for example their name, address, telephone or mobile phone number or email address.

**DO NOT** accept physical or verbal abuse from a student. Do not respond yourself but report it immediately to a member of the Hamilton School staff.

**DO NOT** promote your own political or religious beliefs.

**DO NOT** use student toilets.

**DO NOT** give a student a lift in your vehicle.

**DO NOT** obstruct fire exits – even temporarily.

### Do

**DO** agree with the relevant department/area ways of working and be aware of any other policies in school relevant to your work.

**DO** value and respect different racial origins, religions, cultures and language.

**DO** use appropriate language and behaviour with students. Be aware that verbal interaction with students may be interpreted by them as being offensive or inappropriate, even if this was not your intention.

**DO** report any unacceptable behaviour from a student. If you feel in any way uncomfortable about the behaviour of a student please discuss this with the relevant Head of Department/area.

**DO** be aware that contact made outside of Hamilton School grounds with a student may also be considered inappropriate by that individual, or others, and could lead to your interaction being misinterpreted.

**DO** drive with extra caution on school premises, take particular care when reversing.

**DO** report any accidents or breakages to the relevant person. An accident report form must be completed.

**DO** be aware of local Health and Safety requirements within the area you are working.