



## **Welcome to Treloar's**

**We are committed to the safety and welfare of our students and visitors. Please take a few moments to read this leaflet.**

**Treloar's, Powell Drive,  
Holybourne, Alton,  
Hampshire, GU34 4GL**

**01420 547400  
info@treloar.org.uk**

**www.treloar.org.uk**

**Charity number 1092857**



## **Before you visit**

**Please ensure you liaise with your Treloar's colleague before arranging a visit.**

**Once you have confirmation of your visit :-**

## **On arrival:**

- Parking – Please park in the Visitors Car Park.
- Parking – if the visitors car park is full, please buzz at the barrier and follow signs to the main car park.
- Visitors must comply with all health and safety procedures including adhering to the site speed limit of 10mph at all times.
- Please then make your way to reception – at the green gate you will need to call to enable access to be gained.



- Please follow the signs to reception and press the intercom.
- Go to reception and sign in.
- You will be asked to provide formal identification before being issued with a visitor's badge and yellow lanyard which needs to be displayed at all times during your visit.
- Please remain with your host at all times.
- Please keep all personal belongings with you at all times.
- Please be aware that the majority of our students are wheelchair users whose wheelchairs can move swiftly.
- At the end of your visit, please sign out at reception and return your badge and lanyard.



# **Safeguarding children and adults**

If you are concerned about a student, the behaviour of anyone on site (staff, student or visitor) or any other event that could impact on our students, then you must immediately report this to the Head of Safeguarding on 07825 262 418 (available 24 hours, 365 days per year).

Safeguarding is everybody's responsibility, including visitors. Our main priority is to make certain that everyone who visits Treloar's is aware of their responsibility towards ensuring all young people are safe. We will do our best to provide you with an enjoyable visit, but ask you to please comply with the following requests:



**When in any learning environment we ask that you:**

- Respect the educational process by refraining from interacting with the teacher/session lead or students in any learning environment during the visit unless invited to do so.
- Be discreet and as unobtrusive as possible to avoid diverting focus away from students' learning.
- Ensure that all phones are switched off
- Save any questions until the end of the learning session.
- Make any information acquired during the visit available to Treloar staff on request.



**When in any learning environment visitors must not:**

- Photograph or video any student or any member of staff.
- Take any recording in any format.
- Record information without prior consent.
- Publish in any format any information about students or staff acquired during the visit without prior consent.
- Publish any information on social media.



## **General Information**

**Toilets** are located in the Jowett Centre corridor, please ask staff at Reception for directions.

**Fire:** If you discover a fire raise the alarm immediately.

- If the fire alarm sounds please leave the building immediately by the nearest fire exit following the guidance and direction of a member of staff.

## **Accidents, Incidents and First Aid**

- If you become unwell or have an accident, please alert a member of staff for assistance.
- Near misses should also be reported to staff.



## **Access to the internet**

- Guest wi-fi is available. Users will be required to register their details online in order to gain access.

Thank you for taking the time to read this leaflet.

We hope that you enjoy your visit.

Principal: Martin Ingram

Head of School: Lisa Bond

Head of College: Ben Bastin

[info@treloar.org.uk](mailto:info@treloar.org.uk)

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Treloar's is a registered Charity Number  
1092857