

VISITING CASE

Location: CASE Training Services, 60 Charles Street, Hull, HU2 8DQ

Entry: Entry to CASE is by the main door only marked **A** on plan.

Traffic: Please allow plenty of time to arrive at CASE due to limited parking.

Parking: **Please Note: There is no parking within the vicinity of CASE.**

Free on street parking is available close by; however, it is has a strictly enforced 2 hour limit.

Low cost parking is available in the council operated car park (Francis Street) as shown on the enclosed map.

Alternative low cost parking is available (5 minute walk) in the council operated car park - Pryme Street Multi Story.

Cars parked at owner's risk.

Disabled: 2 disabled bays are located at CASE. Please display a valid pass.

Cameras: Photography is NOT permitted within CASE.



Information for Visitors and contractors

Safeguarding statement

CASE has a legal and moral duty of care to trainees. We are committed to the health, safety, welfare and well-being of our trainees and to safeguard them from harm. As a visitor/ contractor you are welcome at CASE but we ask you to support us by:

- Keeping to the professional boundaries of the purpose of your visit
- Being mindful of your own behaviours and attitudes to trainees
- Acting promptly if you observe or are approached by a trainee who appears upset or distressed
- Avoid 1-1 contact with trainees

If you have any concerns:

- Please ask to speak to the designated Safeguarding Officer
- Tell the trainee what you are doing and why
- Do not promise confidentiality, make a written record of any conversation

All visitors must sign in and out at reception. Visitor passes must be worn at all times and returned to the reception before leaving

Any personal or private information you may hear while visiting CASE i.e. trainees full name or address is subject the Data protection act and is confidential

In any emergency contact reception, ext 8190. Reception staff will be able to locate the safeguarding officer