## Photographs /Video

Do not take any photographs or video of pupils, staff or generally within school without prior permission and agreement from the Head Teacher.

## Mobile Phones

The use of mobile phones within teaching/pupil areas is not permitted.

## Parking

Parking on the school grounds is limited. There are marked bays for visitors. If your car is parked outside school, please park safely & considerately as we aim to maintain positive relationships with our neighbours.

We hope that your visit to Holly House School has been an enjoyable and memorable experience and that you found the school environment safe, welcoming and comfortable

If you would like to make any comments about your visit, please email:

info@hollyhouse.derbyshire.sch.uk

**PLEASE REMEMBER TO SIGN OUT BEFORE LEAVING THE SCHOOL PREMISES.**

(Even if you are planning to return on the same day)

Thank you.

**SAFEGUARDING TEAM**

**Robin Rhodes – Assistant Head DSL Lead**

**Marc Hughes - Head Teacher**
**Cherly Gray - Head of Care DSL**
**Sarah Brent - Family Liaison Officer**
**Jennifer Bates - Family Support Worker**
**Ross Dove - Inclusion and engagement leader**
**Chris White –Deputy Head of Care**



HOLLY HOUSE SCHOOL
Church Street North
Old Whittington
Chesterfield
Derbyshire
S41 9QR

Tel:01246450530
Email:info@hollyhouse.debyshire.sch.uk
Web:www.hollyhouse.derbyshire.sch.uk

# Welcome to Holly House School

## Visitors & Safeguarding Information

We are committed to safeguarding and promoting the welfare of our young people and we require all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection procedures, health & safety and guidance on what you should do if you have any concerns.

If you have any concerns speak to one of our team or call 07877 842856 for out of hours support

- **Sign in on arrival & collect a visitor's lanyard**
- **Wear a lanyard at all times**
- **Remain with a member of staff at all times unless we have received DBS clearance**

# KEEPING CHILDREN SAFE

## Safeguarding

Welcome to Holly House School. We hope that your time with us is enjoyable and a comfortable experience.

We recognise and promote our responsibility for Child Protection, Health & Safety, Mental Health and the wellbeing of all who visit.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment, where children and adults are respected and valued.

We are alert to the signs of abuse and neglect and follow procedures to ensure that children receive effective support, protection and where the children's best interest is paramount.

While working or visiting our school we expect you to take care of our pupils and follow our procedures. You may have access to sensitive information/data. We expect you to treat everything with the utmost confidentiality.



Thank You
Marc Hughes
Head Teacher 01/09/2026

## Child Protection

We hope on your visit you are made to feel welcome by our pupils and staff. It is a positive experience for our pupils to meet with new visitors.

Our pupils are frequently reminded about personal safety & child protection issues so you may find that they are curious about your visit – please feel free to explain who you are.

**All staff and visitors must sign in and wear an ID badge at all times**

In accordance with current safeguarding guidelines and our school protocol, visitors who are unable to show proof of an enhanced DBS check will be escorted at all times on the visit.

We appreciate your understanding of this protocol.

Whilst at our school, if you have a child protection concern, please ensure that this is reported to a member of staff immediately. For more information on reporting concerns, you will find our Confidential Reporting Code (Whistleblowing Policy) on our website.

## Health & Safety

The children, staff and governors are aware of the need to feel safe and secure in our school.

We also hope to ensure that visitors and volunteers feel safe. Holly House is a busy environment; it is possible for accidents and unexpected events to occur. If so then please report to a member of staff immediately.



## Fire

If you hear the fire alarm ringing (for a long continuous bell) please make your way out of the building, at the nearest and safest exit and promptly make your way to the Assembly Point in the car park.

**Smoking (including e-cigarettes)** Smoking is not permitted on any part of the school premises.

**Accidents or illness** Should you have an accident or feel unwell during your visit please let a member of staff know straight away and they will inform the senior First Aider on site. After an accident, you will be asked to complete an accident form.

## GDPR

Our door entry system retains the data that is entered on the day. Entry to the site is taken as acceptance of this data retention.