

## **Key School Contacts**

### **Head Teacher**

Mrs L. Shaw

Designated Safeguarding Lead

### **Senior Teacher**

Mrs K. Williams

Designated Safeguarding Lead  
SENCO

### **Governor with Safeguarding Responsibility**

Mrs S Tynan - Chair of  
Governors

Please report any Child Protection concerns to a member of staff immediately. Please also report any health and safety concerns to the school office.

Accidents should be reported to the Headteacher or the office where an Accident Report Form can be completed if required.

If the fire alarm sounds, please make your way out of the nearest exit calmly and promptly and meet on the junior playground.

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

Please remember to sign out and return your visitors badge to the school office before leaving the premises, even if you are due to return to the school again on the same day.

Hulland Church of England Primary School

Firs Avenue,

Ashbourne,

Derbyshire

DE6 3FS

Tel: 01335 370243

Email: [info@hulland.derbyshire.sch.uk](mailto:info@hulland.derbyshire.sch.uk)

Web: [www.hullandprimaryschool.co.uk](http://www.hullandprimaryschool.co.uk)

# **Welcome to Hulland Church of England Primary School**



## **Information Leaflet for visitors**

**Safeguarding  
Health and Safety**

Hulland CofE Primary wholeheartedly recognises its responsibility to keep its children and school community safe. This leaflet contains key information regarding our safeguarding practices.

### **Child Protection**

At Hulland CofE Primary our children enjoy meeting new people, so we hope that you find you are made to feel welcome by our pupils as well as our staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show your visitors badge.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid enhanced DBS will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Should you have a Child Protection concern, please ensure that this is reported to a member of school staff immediately so they may inform the designated person for Child Protection.

### **Health and Safety**

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

We also like to ensure that our volunteers and visitors are safe, but, in a busy school environment, it is possible for accidents and unexpected events to occur.

### **Fire**

If you hear the fire alarm sounding, please make your way out of the building promptly and gather on the junior playground.

DO NOT enter the building again unless you are informed by a member of staff that it is safe to do so.

### **Accidents/Illness**

Should you have an accident or feel unwell during your visit, please inform any member of staff about your situation and, if possible, report to Ms Mason, our Office Assistant. You may be asked to complete an accident form.

### **Parents in the school grounds**

Parents must never approach other children to discuss an issue. This is unacceptable and we will take immediate action should this happen. This includes our legal duty to call Children's Social Care. Parents should similarly not approach other parents. If you see something that concerns you, make a note of the concern including time, date, details and names, and pass this information immediately to school. Children cannot go home with any other adult (apart from the agreed list) without school staff being notified by the child's parent.

### **Other Information**

Parking on the school grounds is limited. If your car is parked outside school, please park considerately and safely as we aim to maintain positive relationships with our neighbours. Parking is available at the local park.

Photographs/videos – please do not take any photographs or videos in school without prior permission from the Headteacher.

Mobile phones – the use of mobile phones in a teaching area is not allowed.

We hope that your visit to Hulland Church of England Primary is an enjoyable experience and that you find the environment safe, comfortable and welcoming.

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

[info@hulland.derbyshire.sch.uk](mailto:info@hulland.derbyshire.sch.uk)

