

## Health & Safety

The safety and security of all who use the Holmewood site is of paramount importance. Please follow signs and notices to keep you and others safe whilst on your visit. Any concerns should be raised with the Bursar, Tim Laker.

## Smoking

This is a non-smoking site. (including e-cigarettes and vaping).

## Wi-Fi Access

If you require access to Wi-Fi during your visit, please ask about this in the School Office.

## Parking

Visitor parking is located outside the Collings Building Reception area.

## Security

All buildings have keypad entry systems. Visitors and Contractors are always accompanied by a member of staff. CCTV is in operation. Images are routinely stored for a period of 30 days.

## Fire Alarm & Evacuation

In the event of a **fire alarm** please use the nearest fire exit. The Prep School fire assembly point is the Old Tennis Court opposite the Collings Building. Pre-Prep & Nursery assemble in the Pre-Prep playground. You will be taken here by a member of staff.

The **'lockdown'** alarm is a claxon siren, an on hearing this you should immediately 'run, hide, tell'. If safe notify a member of staff of your whereabouts so you can be accounted for. The all clear will be given by a member of the SLT.

## Accidents

If you require first aid during your visit, please contact the Reception desk who will call a first aider. The Medical Centre is located between The Mansion House and The Collings Building.

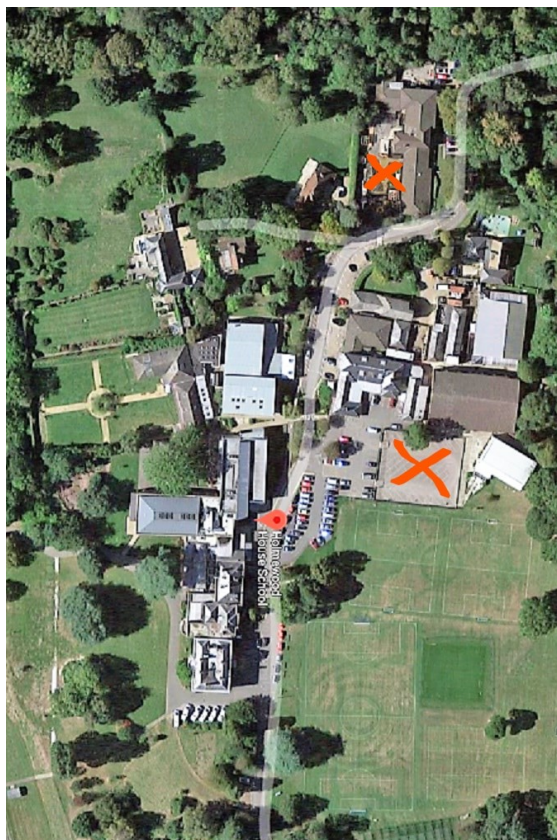
## Personal Mobile Devices & Photography

We politely ask that visitors avoid using mobile phones and other electronic devices around the School, unless it is necessary for the purpose of your visit.

Visitors are **not** permitted to take photographs, videos or voice recordings whilst on the school site without the explicit consent of the Head or Bursar.

## Security

Please **wear your Visitors Badge at all times, and sign out** at the Reception desk when you leave. Thank you.



**Fire and Evacuation Assembly Points**

# Holmewood House School

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## Visitor Information

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*Kindness, Aspiration & Self-belief*

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**Holmewood House School**  
**Barrow Lane**  
**Langton Green**  
**Kent**  
**TN3 0EB**

**Tel: 01892 680000**

**Email: [admin@holmewoodhouse.co.uk](mailto:admin@holmewoodhouse.co.uk)**

## Our commitment to Safeguarding

Holmewood House is committed to promoting and safeguarding the safety and welfare of children. We recognise that children and young people have the right to be protected from harm, radicalisation, and exploitation. All Staff, volunteers, contractors and visitors play an important part in keeping our children safe and following safeguarding procedures which promote transparency, honesty and kindness.

### Safeguarding is everyone's responsibility

Please read this leaflet carefully and follow the advice whilst visiting the school. If you have any concerns, please contact the Designated Safeguarding Lead (DSL) before leaving the site.



Mr Simon Porter, DSL, Assistant Head Pastoral & Wellbeing

01892 860000 ext.226

sporter@holmewoodhouse.co.uk

Our full Safeguarding & Child Protection Policy is available on our website.

[www.holmewoodhouse.co.uk](http://www.holmewoodhouse.co.uk)

## Safeguarding & Pupil Welfare

We want to promote safe practices for everyone on site, and that includes attention to safeguarding and welfare.

Anyone is entitled to report a concern that a child is at risk to the Kent Safeguarding Children Partnership: [www.kscmp.org.uk](http://www.kscmp.org.uk) or NSPCC: 0808 800 5000

All staff at Holmewood receive regular training in safeguarding, child protection and Prevent and all have a duty of care to our pupils.

If you have any concerns about a pupil's wellbeing or safety during your visit:

- ⇒ Inform a member of staff
- ⇒ Take careful notes about what you have seen, heard or been told and sign and date these notes
- ⇒ These should be passed to the Designated Safeguarding Lead.

If you suspect any form of abuse or radicalisation, a pupil confides in you, or a complaint is made to you about any adult, it is your duty to report your concern to the DSL or one of the Deputy DSLs.

If a complaint is made about you, directly or indirectly, you must make a member of staff aware of these and make notes as above.

## During your visit....

To ensure that safe practice is maintained please follow this advice while on site:

- On arrival, please sign in at Reception— photo ID is required.
- Please wear your Visitor Badge/Lanyard visibly at all times and stay with your host.
- Only use wearable tech and mobile phones away from pupils areas - **no recording or photography** is permitted using a personal device.
- Do report to a member of staff anything that you see or hear which concerns you.
- Do only use the toilet facilities designated for visitors, or if advised by a member of staff, those designated for staff.
- Please do not enter the Boarding facilities unless accompanied by a Boarding member of staff.
- Always speak and act professionally: do not engage in any physical contact with the pupils (unless this is an appropriate part of your agreed reason for your visit, e.g. teaching certain musical instruments).

**We wish you a wonderful visit with our fantastic team of staff and pupils!**