Visitor Information

This leaflet contains information about our expectations of you whilst visiting Lilya's Alternative Provision. It gives information about our safeguarding and emergency procedures. Please keep this leaflet so you can read it again if you need to. We hope you enjoy your time with us.





Our address is 25A Clarendon Street, NG1 5JD. Please ring the Ring Video Doorbell when you arrive so that we can verify it is you before opening the door. Please bring your ID with you (ideally your staff lanyard) and show this to a member of staff on arrival.

You will be asked to sign in and wear a visitor's badge whilst in school. All visitors will be required to verify their identity and to leave their belongings, including mobile phone, in a safe place. Visitors will always be accompanied by a staff member.

In the unlikely event of the fire alarm sounding, please evacuate the site by the nearest doors as directed by a member of staff. There are fire evacuation signs in the corridors. Proceed to the assembly point at our neighbouring Trent View Student Accommodation by the fire assembly poster. The fire alarm is tested every Friday at 10am. You will hear a loud continuous bell.



Visitors, including parents and carers, are not permitted to use their mobile phones when in contact with the children in the school. In addition to this, visitors are not permitted to use their phones as recording devices or cameras, unless permission is given by the head of provision and the reason for this has been recorded.

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Safeguarding

We are committed to safeguarding and promoting the welfare of all children.

We expect all staff, volunteers, and visitors to share this common commitment.
If you have any concerns about the safety of a young person in our provision, you must report this to the Designated Safeguarding Lead or the Deputy.

Please do not leave our site without telling a member of the safeguarding team.



Becky Freely
Deputy Head of Provision
Designated Safeguarding Lead



Mica Coleman Jones
Head of Provision
Deputy Safeguarding Lead



Debra Costley
Chair of Trustees
Safeguarding Link Trustee



At The Lilya Lighthouse Education Trust, we are proud to have a neurodivergent staff team and we value their individual unique contributions to our provision. Our team recognises that your visit and feedback is a good opportunity for all of us to celebrate, and improve our practice.

Please take a moment to read our guidance for external professionals so that you are able to get the most out of your experience with us.

Guidance for External Professionals

If you have any questions please contact Nicky Lees:
admin@lilyalighthousetrust.co.uk

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Be Kind. Be Curious. Be Confident.