

This leaflet has been given to you to ensure you understand what is expected of you as a visitor to Hill View School. Please ask a member of staff if you are unclear about anything. If you are worried about the safety of any child at Hill View you **MUST** report this to the school office who will then direct you to one of our DSLs.

Allegations

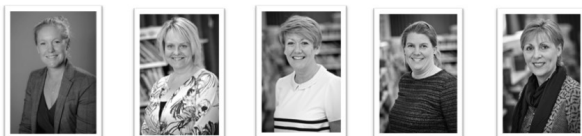
Any allegations made against a member of staff or visitor must be reported to the Headteacher, Mrs Claire Ferens.

In the case of an allegation being made against the Headteacher, the Chair of Governors, Mr Ron Barnett, can be contacted via the school office or via email of fice.@hillview-school.co.uk

Our Raising Concerns at Work (Whistleblowing) Policy is available in the staff room or can be requested from the school office.

Our safeguarding policies can be reviewed through our website and in hard copy in our safeguarding portfolio. This can be provided upon request.

Designated Safeguard Leads (DSL) at Hill View School



The safety of our children is our primary concern and we have systems, policies and procedures in place to work hard to promote their safety and well-being.

The Designated Safeguarding Lead for our school is:

Mrs Claire Ferens

Headteacher

Deputy Safeguarding Leads are:

Mrs Nicky Andrews

Welfare and Family Support

Mrs Janet Thomas

Deputy Headteacher

Mrs Becky Rorich

Assistant Headteacher

Mrs Dinah Gregory

School Business Manager

Other Useful Information

Department for Education:

www.gov.uk/government/publications/keeping-children-safe-in-education

Oxfordshire Safeguarding Children Board:

www.oscb.org.uk

Hill View Primary School

Hill View Crescent
Banbury
OX16 1DN

Phone: 01295 251205

Fax: 01295 258455

E-mail: office.@hillview-school.co.uk

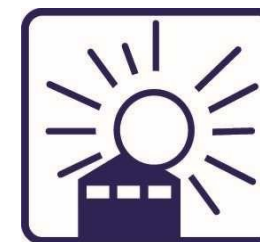


Hill View Primary School
The best in everyone™
Part of United Learning



Safeguarding

At Hill View Primary School



*Working together to nurture
and inspire life long learners.*

**Safe children are more effective
learners**

Child Protection

Thank you for helping us to keep Hill View children safe. We hope that this leaflet will provide some useful advice and information when working with children at our school.

Your responsibilities

Everyone who comes into contact with children through their everyday work whether paid or voluntary have a duty of care to safeguard and promote the welfare of children. If you have concerns that a child or young person may be at risk of harm or neglect, your first point of contact is a school DSL.

DBS—Disclosure Barring Service

Anyone involved with working with children must be DBS checked. This is to help ensure that unsuitable people are prevented from working with children.

If you are not DBS checked you **MUST NOT** be left unsupervised with children.

As a member of staff it is a requirement that you **MUST** inform Mrs Ferens if you become subject to any criminal investigation, caution or conviction. This will help us to support you in your continued employment here.

All visitors **MUST** sign in and show photo ID if requested.

Whilst visiting the school you may notice something about a child that causes you concern or a child may choose to share information of concern with you. If a child tells you something please follow this procedure:

RECOGNISE

If a child discloses information or you have concerns

- remain calm and offer reassurance

RECORD

Tell the child you need to pass on the information

- Make a written note of what is said/has happened

REPORT

- As a member of staff report on CPOMS immediately and send alert to DSL's
- If **NOT** a member of staff complete a paper cause for concern (in staff room or office) and hand to a DSL.

Always say: "I am willing to listen to you, but if I am concerned about you I will have to discuss it with someone else".

Our lanyards - the colour tells you...



Sparkly Blue – I am a DSL and a member of staff

Blue – I am a member of staff

Yellow – I am a visitor and I can work with children on my own.

Red – I am a visitor and will not be working with children on my own.

All children and adults at the school are aware of these safeguarding identification indicators for visitors.