

## Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all visitors/volunteers in school:

- Everyone has a responsibility to share relevant information about the protection of children with the Safeguarding Team.
- If a child confides in you and requests that the information be kept secret, it is important that you tell the child (in a manner appropriate to the child's age/stage of development) that you cannot promise complete confidentiality, that you may need to pass information on to other professionals to help keep them safe.

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## Following up concerns:

If you have expressed a concern and would like to follow up your concern, please contact the Safeguarding Team. While it might not be possible to update you fully, it is likely that we will be able to reassure you that your concern has been dealt with and that the child concerned is being safeguarded.

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## Whistleblowing

At Hollinswood Primary School & Nursery we value those who raise concerns and contribute to our reflective practice. If you feel that your concerns have not been taken seriously by the school or its leaders, or that appropriate action has not been taken to safeguard a child you should speak to Kath Osborne (Headteacher & Designated Safeguarding Lead). If still dissatisfied you have a duty of care to the child to contact Telford and Wrekin Family Connect Service on 01952 385385.



## Hollinswood Primary School & Nursery

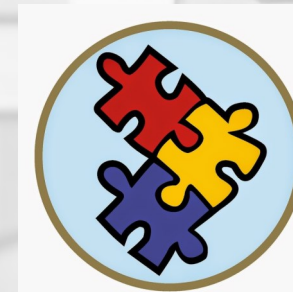
Respectful—Resilient—Resourceful—Responsible

## Safeguarding

### A guide for visitors and volunteers

#### This booklet outlines:

- Our key safeguarding staff
- Our badge/lanyard system
- What to do if you have a concern about a child
- Confidentiality
- Following up concerns
- Whistleblowing information



## Safeguarding Team

**Kath Osborne**

Headteacher

Designated Safeguarding Lead

Online Safety Lead

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Deputy Designated Safeguarding Lead

Child Sexual Exploitation Lead

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**Samantha Jones**

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Deputy Designated Safeguarding Lead

Looked After Children Lead

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**Abigail Scott**

Inclusion Lead

Deputy Designated Safeguarding Lead

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**Susan Newbrook**

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## Welcome to Hollinswood Primary School & Nursery

Hollinswood Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We would like you to remain vigilant around our school, follow our policies and report any concerns you have to an appropriate member of staff.

### Our badge/lanyard system:

**Green** for school staff, governors, work experiences and supply teachers that have been checked through the DBS route.

**Blue** for other visitors to school that are not regular visitors, who have had their professional ID and if necessary DBS checked.

**Red** for any visitors that have not had clearance to be left unaccompanied by a member of staff

### What to do if you have a concern about a child

If during your visit you are concerned about any aspect of a child's welfare, please inform a member of the safeguarding team. If you are unable to locate a member of the team, please report to reception where a member of staff will locate a member of the safeguarding team for you.

It is important to share your concerns even if you are unsure

#### The main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Try to avoid being shocked.

Listen to the child without interrupting.

Do not promise to keep a secret.