

Safeguarding & Safety Information for Visitors

If you have a child protection concern during your visit, you have a responsibility to act. Please ask to speak with a member of our Senior Leadership Team or our Pastoral Team who are all trained Designated Safeguarding Leads.

Where you have concerns about the conduct of a member of staff following an observation, or disclosure, then you must immediately inform the Headteacher or, in their absence, the Deputy Headteacher.

Further information on overleaf.



Allegations Against School Staff



Concerns about school staff:

Report to Mrs. A Hulton (Headteacher)

Concerns about Headteacher:

Report to Mrs. W Jackson (Chair of Governors) via Mr. T Spencer (Clerk to Governors)

Bury Designated Officer: Mark Gay

E: m.gay@bury.gov.uk

T: 0161 253 5342

Hazel Wood High School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment. We expect you to follow Hazel Wood High School's safeguarding procedures to promote the welfare of our students. Your safety and wellbeing during your visit are important to us.

PLEASE FOLLOW THE ADVICE IN THIS LEAFLET TO KEEP YOURSELF AND OUR YOUNG PEOPLE SAFE:



PLEASE DO NOT:

- Give any personal information to any student or meet pupils outside of school hours.
- Contact pupils through social media.
- Discuss the school, its teachers or its pupils across social media platforms.
- Enter classrooms or teaching areas without prior arrangements.
- Use a mobile phone and/or camera enabling device where students are present without the permission of a member of SLT.
- Smoke onsite, or within 50m of the school perimeter.



ALL VISITORS MUST:

- Let reception or your host know of any additional needs.
- Report to reception and sign in. Signing out when leaving.
- Display the ID badge provided at all times whilst on school property. Returning ID badge to Reception when leaving.
- Report any illness, injury or accident to Reception.
- In case of fire, leave the building by the nearest exit and report to the assembly point identified by poster or as directed by staff members wearing high-vis vests.
- Be aware of how you speak to others, things can be interpreted differently than what was intended.
- Report any unacceptable behaviour from a student to the closest staff member or Senior Leadership Team (SLT).



IF A PUPIL DISCLOSES SOMETHING TO YOU:

- React calmly.
- Listen carefully.
- Do not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received.
- Ask to speak with the Designated Safeguarding Lead (DSL) immediately.



For more information, including our safeguarding policies, please visit our website: www.hazelwoodhigh.co.uk

