

SRB Safeguarding Procedures










Growing together....achieving together

KSCIE 2022 Part 3 Alternative provision

309. Where a school places a pupil with an alternative provision provider, **the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil.**

If you have any concerns regarding the safety and welfare of a child or adult within our school, please speak to:

Name		DSL Training (every 2 years)		Safer Recruitment (every 5 years)	
		Date	Expires	Date	Expires
Matthew Try 01366 388 191 DSL HEADTEACHER head@hillcrest.norfolk.sch.uk		July 2022	July 2024	August 2019	August 2024
John Reeve-Hayes 01366 388 191 ADSL DEPUTY deputyhead@hillcrest.norfolk.sch.uk		December 2021	December 2023	February 2022	February 2027
Nancy White 01366 388 191 ADSL ASSISTANT HEAD & SENDCO sendco@hillcrest.norfolk.sch.uk		September 2022	September 2024	August 2019	August 2024
Dave Martin 01366 388 191 ADSL ASSISTANT HEAD dmartin@hillcrest.norfolk.sch.uk		July 2021	July 2023	April 2021	April 2026
Kelly Hancox 01366 388 191 ADSL Trainee SENDCO khancox@hillcrest.norfolk.sch.uk		November 2021	November 2023	-	-
Nikki Wardle 01366 388 191 ADSL SENIOR TEACHER nwardle@hillcrest.norfolk.sch.uk		September 2022	September 2024	-	-
Kelly Stretton 01366 388 191 ADSL SRB TEACHER kstretton@hillcrest.norfolk.sch.uk		September 2022	September 2024	-	-

All Hillcrest staff members receive annual safeguarding training, using the Norfolk County Council Core Package. The staff also receive regular safeguarding updates throughout the year.

If staff members or visitors have concerns about a child, they should raise these with the **Designated Safeguarding Lead** (DSL). This includes vulnerability to radicalisation as well as situations of abuse, which may involve staff members. If the DSL is absent, then all concerns should be raised to the Alternate DSLs.

Safeguarding issues will be referred back to the Home School for their DSL to action, utilising their expert knowledge of their families. However, if, at any point, there is risk of immediate serious harm to a child, Hillcrest DSLs will make a referral children's social services immediately. Children's Advice & Duty Service (CADS) 0344 800 8021

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310. Schools should obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those

Name		Identification Checks / Right to Work in the UK Checks	Qualifications Check	Teachers Prohibition Order Check	Criminal Record Overseas Checks	Enhanced DBS Check / List 99 Check	Childcare Disqualification Check
Matthew Try DSL HEADTEACHER head@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
John Reeve-Hayes ADSL DEPUTY deputyhead@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
Nancy White ADSL ASSISTANT HEAD & SENDCO sendco@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
Dave Martin ADSL ASSISTANT HEAD dmartin@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
Kelly Hancox ADSL Trainee SENDCO khancox@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
Zoe Taylor Key Stage 2 SRB Teacher ztaylor@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
Kelly Stretton Key Stage 1 SRB Teacher kstretton@hillcrest.norfolk.sch.uk		✓	✓	✓	N/A	✓	✓
Amanda Gentle-Gyton SRB Teaching Assistant		✓	N/A	N/A	N/A	✓	✓
Joanne Drake SRB Teaching Assistant		✓	N/A	N/A	N/A	✓	✓
Janet Pryor SRB Teaching Assistant		✓	N/A	N/A	N/A	✓	✓
Chelsey Skinner SRB Teaching Assistant		✓	N/A	N/A	N/A	✓	✓

* I confirm that Hillcrest Primary School complies fully with the DBS Code of Practice: <https://www.gov.uk/government/publications/dbs-code-of-practice>

* I confirm that all appropriate vetting procedures (including appropriate ID checks, confirmation of address and proof of right to work in the United Kingdom) have been carried out and that the above named employee has a DBS Enhanced Certificate (including a Barred List Check) if required, a Certificate of Good Conduct if required (where an employee has lived abroad in the previous 5 years) and qualifications required for the role.

* I confirm that the above named employee will adhere to the school's safeguarding policies.

* I confirm that all staff are appointed under our Safer Recruitment procedures.

* I confirm that Hillcrest's Safeguarding Policy can be accessed via the following link: <https://www.hillcrest.norfolk.sch.uk/page/?title=Policies+and+Documents&pid=28>

Signed:

Name: Matthew Try

Position: Headteacher