



3 September 2026

Dear Parent/Carers,

Safeguarding Team

Our safeguarding team is central in its role in ensuring that we have a consistent and rigorous approach to dealing with concerns about the well-being of our children.

Our safeguarding team are there to:

- Support staff, pupils, parents, governors and all visitors with their concerns about a child's welfare;
- Support all our staff in their understanding of their role in safeguarding children
- Respond to any concerns raised
- Foster a culture of listening and responding to children

Here at Hurst Green Infant School and Nursery we have a senior member of staff who is responsible for child protection and safeguarding. This person has the title of Designated Safeguarding Lead, our designated safeguarding lead is **Mrs Sarah George**. In her absence any concerns should be given to Mrs Smith.



Mrs Sarah George – Head Teacher

Designated Safeguarding Lead



Mrs Clara Smith – Nursery Teacher

Deputy Designated Safeguarding Lead

Safeguarding Policy

Our Safeguarding Policy sets out the process for dealing with any child protection concerns you may have. If you would like to read this policy you will find it under 'Policies' on our website. We can however provide you with a paper copy, please ask at the school office. This policy also sets out the process for reporting allegations about members of staff, including volunteers. All adults in school, including volunteers, must have regular training to ensure that they are aware of the signs of abuse and know what to do about their concerns. They have a duty to report these to the Designated Safeguarding Lead. All staff and volunteers in school have also undertaken a Disclosure and Barring Service check before working with children in any capacity.

Both of our Designated Safeguarding Leads have received the highest standard of training and we ensure that this training is updated yearly.

Headteacher: Mrs S George
Address: Wolfs Wood, Hurst Green, Oxted, Surrey, RH8 0HJ
Telephone: 01883 712171 Email: Office@HurstGreenSchool.org
Website: www.HurstGreenSchool.org

Tandridge
Learning Trust

Your role as a parent

As a parent you are the most important people to keep your children safe. You should always

- Feel confident to raise concerns about your child.
- Talk to school if you need help or support.
- Read the school policies about safety issues
- Let the school know if your child has a medical condition
- Let the school know if you have any court orders relating to the safety of your child
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility
- Let the school know if your child is going to be absent and the reasons why

Our role at school

Attendance—your child's attendance is monitored daily and significant absences are always followed up by the attendance officer. The school has an attendance policy that you should read and understand. This can be found on our website or we can provide you with a paper copy.

Behaviour —Hurst Green Infant School and Nursery has clear behaviour rules for the whole school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help them resolve the situation.

Bullying - The school takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. The school has an anti-bullying policy that you should read and understand.

Health and Safety - Everyone at Hurst Green Infant School and Nursery has a responsibility to keep adults and children work in a safe environment. The school has a clear health and safety policy which everyone must follow. The school have fully trained first aiders to deal with any accidents in school.

E-safety - The school recognises that technology plays an important role in the education of your children and is committed to safeguarding children in the virtual world. To support parents, the school has e-safety information to help keep your children safe both in school and at home.

Complaints - If you have any complaints about how the school is working with you or your child please feel confident to speak to us. Sarah George, our Head Teacher, will always be happy to speak to you to resolve any difficulties. It is better to speak to us as soon as you have a concern so that it does not become a bigger issue. If you do not feel the matter has been resolved, you can raise your concerns with the governing body.

We may liaise with outside agencies to ensure a child's safety.

You will find more information at:

The Surrey Safeguarding Children Board: <http://www.surreyscb.org.uk/>

The Department for Education website:

www.gov.uk/government/publications/keeping-children-safe-in-education--2

Childline: www.childline.org.uk free 24-hour telephone helpline: **0800 1111**

Yours sincerely



Head Teacher and DSL