



Windmill Hill Primary School

Welcome to Windmill Hill Primary School

Are you coming to work with us?

Are you working unsupervised with children? Please don't take offence but we must check our records of you – Have you got a DBS number and photographic ID?

- If you are coming to work with us, as you sign in, please meet with the office staff who will check your details – the information will be entered onto our Central Record. Unfortunately, you are not able to work with us unless we have seen this information.
- Thank you for coming to work with us ... We really do appreciate the help you give us.

Are you coming to visit us?

Have you got an appointment? No problem – we don't need to check your records but we do ask that you stay in the reception area, door side of the school, until the required person arrives.

All visitors to Windmill Hill Primary School

- All visitors must sign into the building at reception before passing into the school.
- You will be given a visitors badge – please wear this at all times so we can see it.



Miss Paula Newman
Headteacher and DSL



Mrs Andrea McCoy
DDSL



Mr Darren Stoddart
DDSL

'Windmill Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'

Should you have a concern regarding the welfare of a child who attends Windmill Hill Primary School? Please speak to one of the Designated Safeguarding Leads.