

Health & Safety

Fire

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based. Emergency exit routes are posted on the door to each room. The Assembly Point for visitors is outside on the main playground.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a first aid-er via the main reception. Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around the ground-floor of school.

Site Safety

Risk assessments are carried out regularly and communicated to learners and staff. All members of staff are required to wear ID badges at all times. All members of staff are aware of their responsibilities to report health and safety concerns immediately.

Westwood Primary School
Tabernacle Street
Buckley
Flintshire
CH7 2JT
wwmail@hwbcymru.net
01244 543207

Safeguarding Leads



Mrs Sarah Jones –
DSP tier 1
Head Teacher
Safeguarding level 3



Mrs Lynne Brown –
Deputy DSP tier 2
Deputy Head Teacher
Safeguarding level 3



Mrs Helen Donaghy –
Tier 4
Head of Foundation Phase
Safeguarding level 3



Mrs Beverley Matthews –
Tier 4
Inclusions and A.L.N
Safeguarding level 3



Mrs Gemma Thomas –
Tier 5
Family Engagement Officer
Safeguarding level 3



Westwood
Primary
School



What do I do if I am worried about a child?

If you become concerned about:

- Something a child says;
- Marks on a child;
- Changes in a child's behaviour or demeanour.

Please report these concerns to a member of the Safeguarding team in the first instance or if unavailable, school staff, who will pass the information on to one of the school's Designated Safeguarding Persons.

Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

What do I do if a child discloses they are being harmed?

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the teacher or Headteacher who will be able to help them. Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.
- Record carefully what the child says in their words including how and when the account was given.
- Date, time and sign the record using the yellow cause for concern form (available from school staff). Pass this on to one of the Designated Safeguarding Persons.
- Be aware of your feelings about abuse and ask the DSP for support once the procedures have been completed, should you feel it necessary.

Visitor Code of Conduct

- Treat everyone with respect.
- Provide an example you would wish others to follow. Remember someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking. Do not permit abusive activities such as bullying or ridiculing.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- It is best not to do anything for a child that he or she can do for him/herself.
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

*Immediately inform the Headteacher;
In their absence, immediately inform the Deputy Headteacher.*

If your concern relates to the Headteacher, please contact the Chair of Governors. Their details can be obtained from the school office.

Visitor Procedure

- All visitors must sign in at the reception.
- All visitors will be issued with a 'Visitor' lanyard which must always be displayed whilst on site.
- All visitors must sign out at reception before leaving the site.
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the main reception and we will endeavour to arrange for you to see a member of staff.



Mobile Phones

In order to protect our pupils and staff, we respectfully ask that during your visit you do not use your mobile phone or other device for recording purposes without prior arrangement.

Photographs

Under no circumstance should you take photos of our pupils or staff during your visit.