

Key Contacts

Our Designated Safeguarding Lead is Lucy Macey, our Headteacher.



Please refer to our website **Safeguarding page** for relevant contact details and more information (www.west-tytherley.hants.sch.uk)

If you have any questions or comments about the safeguarding of pupils, please contact Lucy Macey by ringing 01794 340338.

For immediate help for a child who is at risk of significant harm phone 01329 225379.



Health & Safety

Smoking

This is a no-smoking environment.

Fire Safety

If you hear the fire alarm, please leave the building using the nearest exit and make your way to the assembly point on the playground behind the school.

First Aid

First Aid equipment is located on the ground floor. If you require first aid, please come to reception or alert another staff member.



Safeguarding ...

is everyone's responsibility



Welcome to our school. We advocate high standards to ensure an outstanding level of safeguarding at all times.

Please use this information leaflet to help us keep all pupils, staff and visitors safe.

Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used. Whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception.

Regular Volunteers

- Volunteers must sign in at Reception
- Volunteers must sign out at Reception

Our regular volunteers, staff and Governors have a valid DBS check

If you feel a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team immediately**. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. A copy of the schools safeguarding policy is in the school office and staff room.

Our Safeguarding Team

Designated Safeguarding Lead:

Mrs. Lucy Macey, Headteacher

Deputy Safeguarding Leads:

Ms Hannah Lowey, SENDCO

Mrs. Owena Archer, Class teacher, Beech

Mrs. Clare Yates, Senior Admin. Officer

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone.

If a child discloses they might be subject to abuse:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, “tell (T), explain (E), describe (D)” but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child.

Reassure the child that they are doing the right thing.

Record carefully, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher or Chair of Governors derek@bwtfederation.co.uk