

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.

Visitors to West Tytherley

At West Tytherley CE Primary, we all have a duty to safeguard and promote the welfare of all our children.

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviours.

DBS Checks

All staff, including supply staff, regular visitors and volunteers are subject to *Disclosure and Barring Service (DBS) checks*. This is to help ensure that unsuitable people are prevented from working with children. Please contact the school office for DBS advice.

Visitor Sign-in

Visitors will be asked to sign in our visitor log in the Reception area. You may be asked to show proof of identity on entry to the school.

Reporting concerns

If whilst working with a child you become concerned about their welfare, please report these concerns directly to the Designated Safeguarding Lead.

You may be asked to complete a **Safeguarding Concern form**. In these instances, you must

accurately record dates; times and a description of what you saw, heard or witnessed.

Please **do not** wait – report it straight away.

Please **do not** leave school without passing a concern on.

Safe working

- Model by being respectful, fair and considerate to all.
- Treat all children equally – never build a ‘special relationship’ or favour a particular child above all others.
- Ensure that when working with individual children, the classroom door is left open or that you can be visible to others.
- Do not photograph children, exchange personal emails, text messages, phone numbers or give out other personal details.
- Do not give gifts to children.
- Only touch children for professional reasons and when it is necessary and appropriate for the child’s well being.
- Ensure that information regarding children and their families is kept confidential and only shared with individuals within school.

Policies for Safeguarding Children

Ensuring wellbeing within school grounds and creating a safe environment is a responsibility for all staff, governors and parents. We have several policies in place to ensure there is a consistent approach to meeting these responsibilities:

- Safeguarding Policy
- Child Protection Policy
- Anti-Bullying Policy
- Staff Code of Conduct
- Online Safety Policy
- Allegations of Abuse against Staff Policy
- Behaviour Policy

Key documents

Guidance can be obtained on request:

- Keeping Children Safe in Education
- The Prevent Duty
- Inspecting Safeguarding, Ofsted

