

## Keeping everyone Safe

As a visitor to West Hill please remember the following:

- If you are working 1:1 with a child or with any children we must have confirmation that all the necessary checks have been carried out including the Enhanced DBS disclosure.
- Under LA guidance please ensure all physical contact is kept to a minimum.
- Do not share personal on line social network details with pupils.
- Turn off your phone whilst you are with children. The use of personal mobile technology to access social network sites and to take photographs of pupils is not permitted.
- If you are concerned about the behaviour of a member of staff immediately inform the Head teacher, in her absence inform the Deputy Head teacher. If you are concerned About the behaviour of the Head teacher contact the Chair of Governors  
Nigel Rawson

## Other Information

### Fire and Emergency evacuation:

If the fire alarm sounds, please leave the building following the emergency exit signs and assemble in the playground.

**First Aid:** We have accredited First Aiders please refer to the lists posted in school or ask at Reception.

**Health and Safety :** Information in the staff room please read the guidance. Please report any accidents or incidents to Reception.

**Access to the Internet:** The school system can be accessed using a restricted class log in. If you require this please ask the class teacher.

Mobile phones should be switched off whilst you are with children.

**Welcome  
to West Hill Primary school  
Keeping children safe in Education**

### Safeguarding Information

**Designated Safeguarding Lead  
Lisa Carmen—Head teacher  
Anna Healy—Head teacher**

**Deputy Designated  
Safeguarding Leads  
Sarah Feeney- Pastoral Lead  
Natalie Caraccio-Deputy head**

**Named governor safeguarding  
Nigel Rawson - Chair of Governors**

**Please take time to read this leaflet it includes details about our child protection procedures and guidance on what you should do if you have any concerns.**

**We are committed to safeguarding and promoting the welfare of our pupils and this requires all staff and visitors to share this commitment. If you are unclear about anything in the leaflet please speak to the named safeguarding leads.**

**Please keep this leaflet in a safe place and read it again if you need to.**

**Make sure you have signed in and collected your badge. On leaving please make sure you sign out and return your badge.**

**Wear the badge at all times.**

**On leaving please sign out and return your badge.**

## Safeguarding Children

As a visitor to West Hill either as a supply teacher, contractor, volunteer or someone who has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

If for any reason you are concerned about a child, e.g. something they have done, something they have shown you, something you have noticed, something they have said you must speak to a safeguarding lead.

Designated Safeguarding Lead (DSL) is:-

Anna Healy & Lisa Carmen Co- Head teachers.

Deputy Designated Safeguarding Leads (DDSL) are:-

Sarah Feeney Pastoral Lead

Natalie Caraccio Deputy Head teacher.

Operation Encompass is an information sharing agreement between the Metropolitan Police and London Borough Schools. Our school has signed up to this agreement. If police have responded to a domestic incident and there are children in the family, the officers working on Operation Encompass will disclose this incident to the child's school Designated Safeguarding Lead the following morning.

## Disclosure by a child

If a child discloses information that worries or concerns you or indicates possible harm you should:

- Listen
- Do not promise to keep it secret.
- \*Record what the child has said and pass the information as soon as possible to the Lisa Carmen , Anna Healy, Co - Headteachers (Designated Safeguarding Lead) or to Sarah Feeney, Pastoral Lead , Natalie Caraccio Deputy Head (Deputy Designated Safeguarding Leads)

It is not your responsibility to investigate the matter but to report it to a safeguarding lead.

- \*Record the disclosure on the safeguarding recording sheet available from the safeguarding noticeboard in the staff room or on the school website.

A copy of the safeguarding policy is available to read from the safeguarding noticeboard in the staff room .

The noticeboard also displays other relevant information and updates to safeguarding practice.

## Types of Harm

At school:- Safeguarding and promoting the welfare of children is everyone's responsibility.

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

Child abuse is taken to refer to any child under the age of 18 years who, through the actions of adults (with a caring role for that child) or their failure to act, has suffered or is at risk of suffering harm.

Abuse is broadly divided into four categories.

Physical Injury, Sexual Abuse  
Emotional Abuse, Neglect.

Please refer to the school's safeguarding policy for further information on these and other identified areas of cause for concern and / or harm and where Schools have specific reporting duties. For example:-

Extremism and Radicalisation.

Female Genital Mutilation.

Children Missing from Education