

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility.

Please report any Child Protection or Health and Safety concerns to the safeguarding leads:

Designated Safeguarding Leads:

Richard Milsom – Interim Head teacher

Deputy Designated Safeguarding Leads:

Jane Atkin – Acting Deputy Head teacher

Debra Squire – Acting Deputy Head teacher / Early Years Lead

Safeguarding Governor:

Tamazin Steele – Co Chair of Governors

If a child makes a disclosure or you observe a safeguarding concern use the following procedure:

- Listen.
- Do not promise confidentiality.
- Explain that you will seek further support from the safeguarding leads at school.
- As soon as possible collect a safeguarding form from the school office.
- Record accurately what was disclosed.
- Facts only, not opinions.
- Complete the form and hand it to a member of the safeguarding team.

The safeguarding policy is available here:

www.westhill.wandsworth.sch.uk

Safeguarding

If you are worried about a child you can call:

Wandsworth Multi Agency Safeguarding Hub (MASH)

020-8871-6622

Or email: mash@wandsworth.gov.uk

Further sources of safeguarding support:

www.nspcc.org.uk

If you are unsure, please come and speak to a member of the safeguarding team.



Visiting our school

Welcome please read the following information:

Please sign in at the main reception.

Wear your visitors pass at all times.

Mobile phones are not permitted to be used in spaces occupied by children. Please ask at the office if you need to make or receive a private phone call in school hours.

No photos can be taken without prior permission from the office.

Please keep your personal belongings with you at all times.

Accidents must be reported to the main school office where an Accident Report Form can be completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

The meeting point for visitors is the front playground near to the Merton Road fence.

Smoking is not permitted on any part of the school premises.

Please leave spaces you have worked in as you found them.

Please remember to sign out and return your visitors lanyard to the main office before leaving the premises, even if you are due to return to the school again on the same day.

Behaviour

We expect all visitors to behave in a manner appropriate to visiting a primary school.

Please treat children and staff with kindness and respect.

West Hill Primary School is a “No shouting” school.

We follow the Nurture Principles when supporting children through challenging behaviour moments.

Confidentiality

As a visitor to West Hill Primary School, you may be privy to information disclosed about pupils or staff. Under GDPR 2018, this privileged information should never be shared outside of school under any circumstances.



Nurture

At West Hill we truly understand that in order for pupils to be ‘Ready to Learn’ there are many factors that need to be in place. We are delighted to announce that we have been awarded the Nurture Schools Award for 2021-24.

We are reflective practitioners who encourage pupils to be curious and to build resilience.

We encourage our pupils to attempt challenges by breaking them down into smaller steps and thinking about what prior knowledge they already have. This increases the confidence to give a task a go before asking for help from the class teacher.

We embed the six principles of nurture into our pillars and values and pupils have weekly PSHE lessons to discuss and explore linked themes.



West Hill Primary School Visitors Leaflet

Welcome to West Hill Primary School

5 Merton Road

Wandsworth

SW18 5ST

Tel: 02088745900

Email: Info@westhill.wandsworth.sch.uk

www.westhill.wandsworth.sch.uk

Head Teacher:

Richard Milsom – Interim Head teacher

Deputy Head Teachers:

Jane Atkin – Acting Deputy Head teacher

Debra Squire – Acting Deputy Head teacher / Early Years Lead

Senco: Cherylyn Larking

Chair of governors: Tamazin Steele and Nigel Rawson

Admin Team: Richard Johnson, Jodie Bush, Jenny Piccolo and Emma Anderson

Premises Officer: Dan Chard

