

DISCLOSURE BY A CHILD

If you have a concern or are concerned in any way about a child's welfare or safety you must speak to one of the following:

Designated Safeguarding Leads

Mr Jamie Peacock

Deputy Designated Safeguarding Lead

Mrs Zoe Payne

Mrs Sarah Tuttiett

Safeguarding Team

Miss Klrsty Garrett Mrs Sarah Vincent

Mrs Susan Cantello

We work to promote a culture of safeguarding at Westhaven. We ensure allegations are dealt with quickly and are alert to the signs of abuse and neglect. We always follow procedures to ensure that pupils receive effective support and protection.

If a child discloses information about significant harm you should:

- Listen.
- Tell the student that you need to tell someone else; you cannot promise to keep a secret.
- Make accurate notes of what has been said by the student and pass this immediately to the Designated Safeguarding Lead.

Please note - it is not your responsibility to investigate concerns, but it is important to report any worries to a member of the Safeguarding Team.



FIRST AID

The school has trained first aiders on site during school hours. Should you require assistance please contact the school reception. If you have an accident, a near-miss accident or notice a potential risk whilst at Westhaven you must report it to a member of staff or the school office reception and complete the appropriate paperwork. If a child has an accident, no matter how slight, please report it to a member of staff.

ADULT TOILET FACILITIES

Staff toilets are located off the main school hall and also in the staff room. Disabled toilets are located in the main building and also in the upper school block. Should you identify a problem with any of our toilet facilities please inform the office reception.

CONFIDENTIALITY

There is a significant amount of confidential information in schools. It is absolutely essential that any information you may hear or see about children or families is treated in the utmost confidence and not discussed outside of the school.



Westhaven School

VISITOR AND SAFEGUARDING INFORMATION

Keeping Everyone Safe

We hope you have an enjoyable visit. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe. As a visitor please remember the following:

- Please sign in on arrival using our security system, collect the printed badge and wear at all times to avoid being challenged by staff or students.
- If you are working in a 1:1 situation we must have confirmation that all the necessary safeguarding checks have been completed, including an Enhanced DBS disclosure check.
- You must not have any physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- Please hand mobiles, tablets and any device that can take photographs into the office for safe keeping - this is to protect our children and you.
- On departure please sign out.

FIRE AND EMERGENCY EVACUATION PROCEDURES

Fire action notices are displayed in every room, indicating the actions to be taken on hearing the alarm or discovering a fire. You must read them and familiarise yourself with the nearest emergency exit. You have a duty of care to protect yourself in the event of a fire.

- Sound the alarm by operating the nearest break glass call point. Inform a senior member of staff.
- Leave the area of the building that you are in by following the exit signs or using the nearest exit.
- Make your way to the fire assembly point. This is the main school playground.
- Do not attempt to collect belongings from within the building.
- Upon arrival of the fire assembly point please report to the member of staff taking visitor's registration.
- Do not re-enter any of the buildings until the all clear is given.

HEALTH AND SAFETY

Westhaven regards the promotion of health and safety to be of the utmost importance for everyone who attends, works at and visits the site. A copy of the full policy is available on the school website.

It is school policy to ensure that every reasonable step is taken to prevent injury and ill health from hazards at work. This includes the pupils and visitors to the school, whether they are employed by Westhaven or attending the site for other activities. This is achieved by:

- Accessing and controlling risk as part of the day to day management of school activities.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to H&S at work is maintained in respect of all activities within the school and during out of school activities and a periodic review of the H&S policy.

Please comply with our safety procedures, whether written or brought to your attention by other means for your own protection, protection of those under your supervision and others who may be affected by your actions. Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the school reception office.

Westhaven School
Ellesmere Road, Uphill, BS23 4UT
Tel: 01934 632171
Email: reception@westhavenschool.org.uk

EMERGENCY LOCKDOWN PROCEDURES

Lockdown procedures are in place. They could occur when, for example, an unauthorised/unidentified person has been seen on site or if there is a Local risk to school safety.

- Staff and pupils upon hearing 'parachute' over the tannoy system, followed by 5 short bursts of the school bell, will go to the nearest room, lock doors and close blinds.
- They will remain until an all clear 'safe landing' message is given.
- All visitors and contractors should seek to join the class closest to them and make themselves known to the class teacher immediately.

WHISTLEBLOWING

This type of activity or behaviour that the school considers should be dealt with under the whistleblowing policy includes safeguarding breaches, any criminal activity, dangerous practices, abuse of position, sexual or physical abuse of pupils or others and any other unethical conduct. The whistleblower should raise the matter with the Headteacher so that it can be investigated. If the concern relates to the Headteacher the matter should be raised with the Chair of Governors. If the concern relates to the Chair of Govies the matter should be raised with the Director of People and Communities at NSC.