

HEALTH AND SAFETY

CHILD PROTECTION TEAM

Designated Personnel



Emma Ward

Executive Principal



Jo Stroud

Head of School



Katie Steel
Behaviour &
Attendance Lead



Tracey Dullea
Learning Mentor



Natalie Mitchell
Family Support
Worker

Health and Safety is regularly monitored to ensure that the school provides a safe environment for all pupils, staff and visitors. You have a responsibility to ensure that your actions do not put others at risk. If you have any concerns regarding health and safety issues please report this to a member of staff immediately.

First Aid

If at any time during your visit you require medical attention then please report this to a member of staff who will inform a First Aider.

Fire Procedures

You will be informed during your visit if there is a planned fire drill. If you hear a continuous bell then please leave by your nearest exit onto the KS1 or KS2 playground unless direct otherwise by a staff member



HIGHLEES PRIMARY SCHOOL
ASHTON ROAD
WESTWOOD
01733 264294
highleesoffice@hefed.org



SAFEGUARDING AND CHILD PROTECTION

**We are ALL
Responsible!**

**What you need to know to help
keep our children safe & well...**

Bringing out the best



Bringing out the **Best**



SAFEGUARDING AT HIGHLEES

Highlees is highly committed to promoting the welfare of children and fully recognise their responsibility under Section 157/175 of the Education act 2002.

At Highlees we strive to develop the whole child in order to **'bring out the best'** in all of them

Whether you are in school as a member of staff , a governor, volunteer or as a visitor; we request you follow our policies and procedures which are designed to keep everybody safe.

Please ensure that you wear your identification or visitors badge at all time whilst on the premises.

If you see any unaccompanied visitor or people acting suspiciously please report this to a member of staff **Immediately.**

Confidentially needs to be respected at all times. Breaches in confidentiality will be taken very seriously including communicating information through Social Networking Sites

FURTHER SAFEGUARDING INFORMATION CAN BE FIND IN THE STAFFROOM

KEEPING CHILDREN SAFE

If at any time during your visit to Highlees you have any concerns about a child or a child discloses any information that concerns you it is **your responsibility to report this** to a one of our designated child protection teachers.

You may also be required to complete a pink nagging concern form which are relocated in the staffroom.

If you feel a pupil is at risk or is the subject of abuse you **must** contact one of our designated child protection teachers for Child Protection **immediately.**

It is vital to report anything that causes you concern no matter how minor it may seem. Every bit of information is vital and forms part of the bigger picture.



You should report any of the following signs:

- If the pupil is bruised or do they have untreated injuries?
- If the pupil talking about violence at home?
- If the pupil is acting in a way which is inappropriate for their age?
- If the child is anxious, scared or withdrawn?
- If the pupil is showing signs of neglect?

If a child discloses to you

- Listen to the child
- Avoid using 'leading' or 'closed' questions
- Don't make assumptions - take what they are saying seriously.
- Never Promise to keep a Secret
- Stay calm and reassure the child.
- Record exactly what has been said using the child's language.
- Pass on the information to the designated person immediately.

