

Westwood Primary School

Safeguarding Guidance for Visitors to School

- We have a legal duty to safeguard and look after the welfare of children, staff and families.
- If you have any concerns about a child, a member of staff or visitor to school, PLEASE share this information with the Senior Designated Professional or alternate.
- Children's Services Customer First provides a Flowchart outlining the referral process. This is displayed in the staffroom and Main Office.

Senior Designated Professional

Mrs Rae Aldous (Headteacher)

Alternate Senior Designated Professional

Mrs Dawn Williams (Parent & Pupil Support Advisor)

Chair of Governors

Mr Gary Peile

Customer First

08088004005

- Please report any concerns including worries over appearance, hygiene, mood swings or unusual behaviour.
- If you think the matter is serious and may be related to neglect, physical or emotional harm or sexual abuse then YOU MUST speak to the Senior Designated Professional who will support you to complete safeguarding paperwork.
- Do not question or confront any child or adult about your concerns. Report the facts and the information you have.
- Remember it is important to maintain CONFIDENTIALITY for children and families
- In the absence of the Senior Designated Professional or alternate please pass your concerns to a member of the Office staff who will confidentially pass on information.
- Any allegation against a staff member, volunteer or foster carer must be reported immediately to the Headteacher
- If you have concerns regarding the Headteacher's conduct please contact the Chair of Governors through the school office.