

WOODLANE HIGH SCHOOL SAFEGUARDING GUIDE

This leaflet contains details regarding the school's expectations of you whilst visiting Woodlane. It gives information about our Safeguarding and Health and Safety Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

At Woodlane High School the safety and protection of our pupils is paramount. The school follows rigorous safeguarding procedures detailed in full in our safeguarding policy.

If you have any concerns regarding a pupil or member of staff please ask reception staff to see a Designated Safeguarding Lead (DSL). A DSL will always make time to speak with you.

If you need to contact a DSL urgently, outside school hours or during school holidays, please email:

admin@woodlane.lbhf.sch.uk

and we will contact you as soon as possible.

If a child is at immediate risk call 999.

Safeguarding
is everyone's
responsibility

VISITOR PROCEDURES

- All visitors must sign in at reception.
- All visitors must wear an identification pass (the sticker).
- Visitors must not use phones or cameras on site.
- Visitors are expected to be a good role model by being respectful, kind and considerate of others.
- Visitors must sign out at reception before leaving site.

HEALTH AND SAFETY

- **Fire:** In the event of a fire alarm, please use the nearest exit and gather in the playground.
- **Lockdown:** In the event of a lockdown, please follow the instructions of staff.
- **Evacuation:** In the event of evacuation from site, please use the nearest exit and follow the direction of staff.
- **Accidents:** All accidents, regardless of severity, must be reported to the reception first aider.

WOODLANE HIGH SCHOOL
DUCANE ROAD
LONDON, W12 0TN
0208 743 5668

www.woodlane.lbhf.sch.uk



Woodlane High School Safeguarding Guide



KEEPING CHILDREN SAFE IN EDUCATION

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child."

"Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes."



TYPES OF HARM

We all have a responsibility to keep children safe. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity or an activity such as being made to look at inappropriate images.

Emotional - when a child is made to feel frightened, worthless or unloved.

Neglect - when a child is not being taken care of by their parents/ guardians.

If a child makes a disclosure:

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. that you must pass on the information if you are worried about their safety.
 - Do not ask leading questions or make judgements.
 - **Inform a DSL immediately.**



DESIGNATED SAFEGUARDING LEADS (DSL)

If you feel that a child may be at risk of harm, inform the DSL immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of characteristics such as gender, culture, religion, social background ability or disability. A copy of the school's Safeguarding Policy is located on the school website.

Our designated safeguarding leads are:



Claire Maynard
Headteacher



Rob Morgan
Deputy Head