WYMONDHAM HIGH ACADEMY

Headteacher: Mr C Smith
Folly Road, Wymondham, Norfolk, NR18 0QT
01953 602078
Website:https://wymondhamhigh.co.uk/
Email: office@wh-at.net

SAFEGUARDING AND CHILD PROTECTION

Safeguarding Information for All Staff / Supply Teachers / Governors / Volunteers / Visitors

"We all have a statutory duty to safeguard and promote the welfare of our children and young people and we take this responsibility seriously. We ask everyone who works with our children and young people to follow the guidelines in this leaflet. At Wymondham High Academy we strive to safeguard and promote the welfare of all our children and young people".

Our vision is to develop happy and successful people who accept responsibility, demonstrate determination and act with humility

WHAT SHOULD I DO IF I HAVE CONCERNS ABOUT A CHILD OR YOUNG PERSON IN SCHOOL?

If you have ANY concerns about a child or young person in our school, you must share this information IMMEDIATELY with one of our Designated Safeguarding Leads (DSLs) (see second page for details).

If you are unable to locate the DSLs, ask the School Office to find one of them to speak with you immediately about a confidential and urgent matter; or speak with a member of the Senior Leadership Team (Headteacher, Deputy Headteacher and Assistant Headteacher).

If staff have ANY concerns relating to child protection, for example, physical, emotional, sexual abuse or neglect, they must immediately record this on the Academy's electronic safeguarding system (CPOMS) and visitors must find one of the designated professionals and provide them with a written record of their concern straight away.

Do not think that your worry is insignificant e.g. if it is about hygiene, appearance or behaviour – please tell us as we would rather know about something that appears small, than miss a worrying situation.

Any allegation or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher, Mr Smith.

If an allegation is made about the Headteacher, you should pass this information to the Chair of Governors: Mrs Jacky Davies - daviesj@wh-at.net . The allegation should not be discussed with any other person.

The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0808 800 5000 or e-mail: help@nspcc.org.uk.

FIRE ACTION / EMERGENCY EVACUATION

Please read the Fire Action posters on display. We operate a system of assisted escape for visitors where it is required. Please tell our reception staff of your requirements so that a suitable plan can be established for you

KEEPING STUDENTS SAFE

• The school operates a policy that only allows unsupervised access to children and young people to those who have been correctly vetted.

• All adults who work regularly with our students must undertake a Disclosure and Barring Service (DBS) check which must be completed before they commence work.

• Adults who work with our students on a one-off basis will undergo a Barred List check before they commence that work.

• All visitors to the school will be asked to sign in and to wear a 'visitors' lanyard with photographic ID. Upon departure, they will be asked to sign out and return their lanyard.

• All visitors must ensure that their mobile phones are not visible in areas where students are present.

WHAT IF A CHILD OR YOUNG PERSON WANTS TO TELL ME SOMETHING?

If a child begins to tell you about something that is happening to them that gives you cause for concern, you should:
• Tell them that you will have to pass on what they tell you; to help keep them safe.

• Listen carefully and try not to ask questions.

REMEMBER, REMEMBER, REMEMBER...

• Never promise to keep a secret

• Do not attempt to investigate matters yourself

• Always pass on the information immediately

• Do not discuss it with anyone except the designated professional

FIRST AID

If you encounter a child who seems ill or has a medical concern, they should be referred to Sick Bay. In the case of an accident, contact Reception from the nearest phone (dial '0' or 01953 602078) and a first aider will be sent.

HEALTH AND SAFETY

The school is regularly audited to ensure that our facilities are safe for children and young people. However, you have a responsibility to ensure that your actions do not endanger the children and young people in our school. Please ensure that you follow instructions on the school site and do not operate machinery or equipment you are not trained for.

SCHOOL TRIPS

All school visits must operate in line with our school procedures. The school operates under the Norfolk County system for approving educational visits.

THE DESIGNATED SAFEGUARDING LEADS YOU SHOULD TALK TO IN SCHOOL ARE:

- Mr J Edwards Deputy Headteacher and Senior Designated Safeguarding Lead
  Office: North Block,
  Contact number: 01953 602078 ext. 5306

- Mrs G Wood – Designated Safeguarding Lead
  Office: Middle Block,
  Contact number: 01953 713122 or ext. 5339

- Mrs N Albery – Designated Safeguarding Lead
  Office: Sheperd's Hut,
  Contact number: 01953 602078 ext. 5325