

## Safe Working within Westwood Park Primary School:

Model by being respectful, fair and considerate to all.

Challenge bullying, discrimination or inappropriate behaviour.

### Allegations:

Any allegations regarding a member of the school staff should be reported to the Head teacher Mandy Knipe.

If the concerns are about the Head Teacher then please contact the Chair of Governors at [office@westwoodpark.org.uk](mailto:office@westwoodpark.org.uk)

### PREVENT

The Counter Terrorism and Security Act 2015 places a legal duty on schools to 'have due regard to the need to prevent people from being drawn into terrorism.'

All adults working in a school including staff, volunteers, contractors and students on placement are required to report instances where they believe a child may be at risk of harm to the Head Teacher.

The school's dedicated PREVENT officer is Mandy Knipe.

## Designated Safeguarding Leads (DSL):

Mandy Knipe  
Head Teacher



Angela Lamb  
Children and Families  
Officer

Tracy Rouse  
Wraparound Club  
Safeguarding Lead



**If you are worried about the safety of any child in our school, you MUST report this to a Safeguarding Designated Lead.**

We have established a Safeguarding Team which allows child protection to be effectively embedded throughout school by bringing together a group of staff from different specialised areas. We have ensured that at least one of us is always on site and we are contactable out of hours.

Safeguarding and the welfare of a child is everyone's responsibility. Every child has the right to live free from fear of abuse and for the adults in their lives, at home and in the community and at the school to protect them, to watch over them, listen to their views and take action if they are concerned.



*Dream, Believe, Achieve Together*

Welcome to Westwood Park Primary School

## SAFEGUARDING INFORMATION LEAFLET FOR VISITORS

This information leaflet is for visitors and explains the School's Safeguarding Procedures. It ensures you understand what is expected of you whilst visiting our school, including how you play your part in ensuring that this is a safer school.

This safeguarding leaflet sets out how visitors should respond if they are worried about a child.

Westwood Park Primary School  
Vaughan Street  
Winton  
Eccles  
M30 8DH

[office@westwoodpark.org.uk](mailto:office@westwoodpark.org.uk)

### Responsibilities for all visitors

All those who come into contact with children through their every day work, whether paid or voluntary, are responsible for their own actions or behaviour. You should avoid any contact or any behaviour that would lead any reasonable person to question your motivation and intention. At Westwood Park Primary School we all have a duty to safeguard and protect the welfare of our children.

### DBS Checks

All staff, including supply staff and regular visitors, are subject to Disclosure and Barring Service Checks (DBS). This is to help ensure that unsuitable people are prevented from working with children.

### Identity Badges

All visitors to Westwood Park Primary School must sign in using the Inentry electronic system at the main entrance. ID Badges must be worn at all times. Adults without a badge will be challenged.

### Child Protection Concerns

The protection and Safeguarding of our children is the highest priority. If you observe any behaviour or incidents in our school that you feel are a concern, you need to report your concern to one of our Designated Safeguarding Leads.

### Safeguarding Policy

Our Safeguarding policy and all other linked policies that keep us safe can be found on our school website [www.westwoodpark.org.uk](http://www.westwoodpark.org.uk) or a paper copy can be acquired at the office.



Please keep your mobile phone to hand but do not use it in front of the children.



Do not take photos or videos without permission. Never record children on personal devices.



No smoking anywhere on the school grounds or outside the gates.



Health and Safety- Please ensure you report any incidents or hazards immediately to the school office.



In the event of a fire, please leave the building with the children by the nearest exit. Close all doors and turn off lights. A fire marshal will help you with your next steps.



Should you or a child need first aid whilst on site, please notify the school office.



In rare circumstances, we may have to move children and staff indoors. In this case, an alarm will sound and children need to be moved indoors quickly. A member of staff will always be on hand to help.



A school lockdown is a rare safety procedure used when there is serious danger. A lockdown means everyone stays in the room, locks the doors and stays quiet until it is safe.



We are a professional organisation and dress in a presentable and smart way, ensuring appropriate coverage. No jeans, trainers or hoodies.

### Please Follow our Code of Behaviour:

DO treat everyone with respect.

DO provide an example you wish others to follow:

DO avoid physical contact unless necessary and appropriate.

DO remember that someone else might misinterpret your actions, no matter how well intentioned.

DO treat all children equally. Never build a special relationship or favour a particular child above others.

DO ensure that when working with individual children, that the classroom door is left open or that you are working in a space that is visible to others.

DO always ensure that your actions are appropriate and transparent.

DO NOT jump to conclusions without checking the facts.

DO NOT make suggestive remarks, gestures or tell sexist/ homophobic or racist jokes.

DO NOT rely on your good name to protect you- it will not be enough.

**REMEMBER-IT COULD HAPPEN HERE.**

**KCSIE 2025**