

Disclosure by a Child

If a student discloses information about significant harm you should:

- ❖ Listen.
- ❖ Tell the student that you need to tell someone else – you cannot promise confidentiality.
- ❖ Make accurate notes of what has been said by the student (do not paraphrase or ask leading questions) and pass these immediately to the Designated Safeguarding Lead (DSL).

It is not your responsibility to investigate, but to report to the DSL.

Child Protection Team

Designated Safeguarding Lead: Mrs Sheila Britton

Designated Safeguarding Lead Deputy: Mr Paul Underwood

Child Protection Team Members:

Mrs Percina Nunez, Miss Rubina Khanom and Mrs Nicola Brosnan.



Mrs Britton



Mr Underwood



Mrs Nunez



Miss Khanom



Mrs Brosnan

Other General Information

Fire and Emergency Evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble in the playground. Our staff will direct you.

First Aid: Please ask at Reception if you need assistance. Alternatively ask any member of staff wearing a **green** first aid lanyard for assistance.

Accidents and Incidents: Please report these to Reception.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of Computing Equipment Policy. Please ask our Computing Coordinator for details.

Visitors' Toilets: These are located on the main stairwell between Reception and the Junior Corridor.

Parking and Disabled Access: There is limited parking available on the forecourt of St Stephen's Church. Spaces may be reserved in exceptional cases. The school is located in the Little Ilford Parking Zone, however there are parking bays available for up to two hours opposite the school. There is a ramp for wheelchair access to the ground floor of the school.

St Winefride's Catholic Primary School

Church Road

Manor Park

London E12 6HB

☎ 020 8478 0510

✉ info@st-winefrides.newham.sch.uk

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Headteacher: Mr Paul Underwood



St Winefride's
Catholic Primary
School

Visitor and Safeguarding Information

Welcome to
St Winefride's Catholic Primary School

Please take the time to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Please sign in on arrival and collect your printed visitors badge.

Please wear the badge at all times to avoid being challenged by staff or students.

Remain with your host at all times unless we confirm we have had a prior DBS clearance for you.

On departure please sign out and return your badge.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- ❖ Please refer to the back page of this leaflet for contact details of our Child Protection Team, or contact our Reception who will be able to locate them for you.
- ❖ If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you **MUST** inform the Designated Safeguarding Lead or a member of the Child Protection Team. Our staff will then follow the procedures according to the school's Safeguarding and Child Protection Policy.

Children Acts 1989 and 2004

Education Act 2002

Keeping Children Safe in Education 2014 and update 2016

Keeping Everyone Safe

We hope you have an enjoyable visit to St Winefride's. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure that all our young people are safe. As a visitor please remember the following:

- ❖ If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out, including the Enhanced DBS disclosure.
- ❖ You must not have any physical contact with any student.
- ❖ You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- ❖ The use of cameras (including mobile phones, tablets, smart phones etc.) and taking photographs is not permitted unless prior permission has been sought and approved.

What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is Discrimination?

When people receive less favourable treatment on grounds that cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependants or where the person lives.

What is Bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, extortion and physical attack. This may be face to face or through cyber bullying online, through social media, text messages etc. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.