

# Westfield School

## How our Setting Safeguards Students

*This document should be read in conjunction with the Safeguarding & Child Protection Policy available on the school and Trust website*

If you have any concerns about a student at this setting please share this information with us straight away. Issues such as appearance, hygiene, behaviour, can be shared with teaching or support staff. Do not worry about reporting small matters – we would rather you tell us than miss a worrying situation.

**However, if you think that a student or an adult who cares for them has been or might be harmed; please talk to a member of our trained safeguarding team immediately (details below).**

You can ask any member of staff to find them and speak to you about a confidential and urgent matter.

If you are unhappy with the way we have dealt with something, please tell us. If you wish to report it to us formally please use our complaints procedure or write directly to the Head Teacher or Chair of Governors.

A concern, allegation or disclosure of abuse involving someone working with children or adults in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

### **Our Designated Safeguarding Lead is:**

Name: Mr Simmons

Their office is located on the main deck

Their tel. no is 0114 2485221 ext 2050



### **Our Designated Safeguarding Deputy is:**

Name: Mrs Hague

Their office is located on the main deck

Their tel. no is 0114 2485221 ext 2033



### **Our Headteacher is:**

Name: Mr Birkbeck

Their office is located on the main deck adjacent to Student Reception



### **Our Special Educational Needs Coordinator is:**

Name: Mrs Swift

Their office is located on the lower deck in LSB

Their tel. no is 0114 2485221 ext 2133





Westfield School

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**Our Chair of Governors is:**

Name: Mrs Perry

They can be contacted via the Headteacher's  
PA

0114 2485221