

## Fire Procedure

In the event of a fire alarm please evacuate the building immediately via the nearest fire exit and move to the assembly point at the rear of the school.

A member of staff will direct you to the nearest assembly point. Please note that visitors in wheelchairs will be assisted to the assembly point.

Once assembled please do not leave the school without speaking with a member of the leadership team.

Once the school has been checked and deemed safe by the site team or fire brigade, staff and their guests will be directed back inside followed by the students.

Please note: your designated fire Marshall for reception is Ms F Phillips.

## Useful Contacts



Dormers Wells High School  
Dormers Wells Lane  
Southall  
UB1 3HZ  
02085666446



# Safeguarding Leaflet



Dormers Wells High School is committed to safeguarding and promoting the welfare of our students. Please take a moment to read through this leaflet which is intended to secure your health and safety during your time here.



## Sixth Form facilities

All visitors must sign in at reception on arrival before entering the school. Whilst on the school property all visitors must have their lanyards clearly visible on their outer garment which will be issued to them by the receptionist. Please ensure you have also signed out at reception before leaving school.



## Child Protection and Safeguarding

At Dormers Wells High School we do everything we can to ensure that our children and young people have a safe environment where they can learn.

Our commitment to safeguarding relates to all aspects of school life and includes students mental health, well being and safety, internet and e-safety, as well as protecting students from every forms of bullying, extremist behaviour and sexual exploitation.

## What should I do if there's a disclosure?

In the event that any child discloses something to you that concerns you or you observe or overhear something that makes you suspicious of a child being at risk, you must act.

- Pass on all information to a member of the safeguarding team AS SOON AS POSSIBLE.
- Listen carefully - do not interrupt.
- Reassure the child.
- Avoid leading question.
- Do not promise confidentiality.
- Record accurately using child's own words.

*If you have any concerns about the safety or welfare of a child or a young person in relation to another member of staff you must report this to the headteacher, Ms Walsh immediately.*

If a students health and safety is at immediate and significant risk please call the emergency services.



The Department of Education, through Working Together to Safeguard Children (DfE 2023) and Keeping Children Safe in Education (DfE September 2023), places a duty on organisations to safeguard and promote the well-being of children and young people. At Dormers Wells High School we are fully committed to safeguarding and promoting the welfare of all our students.

## The Safeguarding Team



Mrs Bhagat  
Designated  
Safeguarding Lead  
ABhagat@dwhs.co.uk



Ms McKay  
Designated  
Safeguarding Officer



Ms Walsh  
Designated  
Safeguarding Lead



Ms Fleary  
Designated  
Safeguarding Officer



Mrs Kullar  
Deputy designated  
Safeguarding Lead



Mr Jammu  
Designated  
Safeguarding Officer



Mrs Cole  
Designated  
Safeguarding Officer



Mrs Dhillon  
Designated  
Safeguarding Officer



Mrs Whitehead  
Designated  
Safeguarding Officer



Ms Laporte  
Designated  
Safeguarding Officer