

West Twyford Primary School

Achieving Together






Key Information Sheet



West Twyford
Primary School

Welcome to West Twyford Primary. This information sheet will provide key information that must be followed to keep everyone safe.

- All visitors are required to **sign in** at the start of the visit and **sign out** at the end of the visit.
- **Do not use your mobile phone** in public areas and never when children are around.
- If you have any concerns of a Child Protection or Safeguarding nature then this **must be reported to the Designated Child Protection and Safeguarding Lead – Mr Matthew Shapland, Headteacher**. In his absence please speak with one of the following Child Protection Officers: Ms Archer (DH), Mrs Wishart (AHT) or Mrs Croyden (SENDco).

Designated Child Protection and Safeguarding Lead	Deputy Designated Child Protection and Safeguarding Officer	Deputy Designated Child Protection and Safeguarding Officer	Deputy Designated Child Protection and Safeguarding Officer	Safeguarding Governor
Headteacher	Deputy Headteacher	Assistant Headteacher	SENDco	Governor
Mr Matthew Shapland	Ms Laura Archer	Mrs Helen Wishart	Mrs Julia Croyden	Mrs Nimisha Carver
				

- If you are concerned about a child's behaviour please report this to a member of staff, do not deal with it yourself unless the child is putting themselves at risk of harm.
- Report any spillages or health and safety concerns immediately to a member of staff.
- In the event the fire alarm sounds (a continuous ring) make your way out of the building by the nearest exit and walk to the fire assembly point in the main playground.
- In the event that the school needs to be evacuated, follow the instructions from the staff, leave the building and wait at the fire assembly points in the main playground for further instructions.