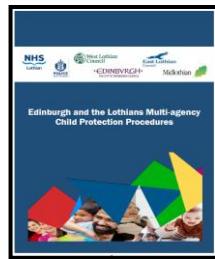


Child Protection Procedures



Winchburgh Academy

All staff and visitors should be aware of the information below

Where you have a Child Protection concern, notify one of these Designated Members of Staff for Child Protection (DMS) immediately:

Sarah Oliver (PT Pupil Support)

Jonny Mitchell (Head Teacher)

Colin Kerr (Depute Head Teacher)

Where you are unable to contact one of the DMS above, you must report it yourself by contacting **Social Work on **01506 282252** and selecting option 2. You will then be asked to leave a voicemail.**

Leave a clear message stating you are “reporting a Child Protection concern.” Include the **child’s details, nature and urgency of the concern and **your own contact details**.**

Social work will then contact you to discuss your concern and gather further information.

If you are calling after 4.30pm, please contact the **Social Care Emergency Team on **01506 281028** or **01506 281029**.**

Non-urgent concerns should be reported to Social Work using their online referral portal: <https://westlothianhscp.org.uk/cfdutyreferral>.

Concerns relating to **alleged sexual crimes, weapons and violent incidents should be reported to **Police Scotland** via **101** (unless urgent in which case **999** should be called).**