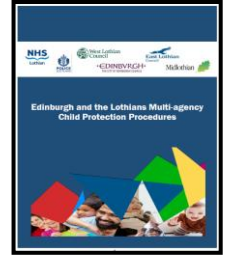




# Child Protection Procedures



## 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:

<b>Sarah Oliver (PT Pupil Support)</b>
<b>Jonny Mitchell (Head Teacher)</b>
<b>Colin Kerr (Depute Head Teacher)</b>

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).