Welcome to Oaklands Junior School

Everyone in school and working with children, has a responsibility towards keeping children and young people safe by:
• providing a safe environment,
• identifying children and young people who are suffering or are likely to suffer significant harm and
• taking prompt and appropriate action, by alerting the school.
The purpose of this briefing is:

- to provide all visitors to the school with advice on how to be safe in the school
- to ensure the safety and wellbeing of ALL our pupils by following our safeguarding procedures
Let’s start with your safety!

- **Fire** – Please exit the school building by the nearest exit and go to the assembly point in the school grounds (playground or field). You must report to the Emergency Co-ordinator (Headteacher, Deputy Head or a member of senior leadership)

- **Broadmoor** – the Broadmoor alarm is an external siren. Please report immediately to reception

- **Accident** – should you have an accident (we hope not!) or are unwell please report to reception
Safeguarding our students

- All visitors must **sign in** (and out!) at reception
- All visitors **must wear visitor lanyards at all times**
- If you are in a room alone with a child **please ensure the door is left open**
- Please **only use adult toilets** and not pupil toilets
Safeguarding our students cont.

- Do not take photographs of children whilst in school or on school grounds
- Avoid physical contact with children
- Do not give medication
- Please read and retain the information leaflet regarding safeguarding that you will have been given or have viewed on the website
Safeguarding our students is a priority of everyone working or visiting our school

- Children can be at risk of harm through neglect, physical injury, sexual or emotional abuse, we need to be vigilant in noticing signs and then sharing concerns immediately with the class teacher, deputy head or headteacher.

- If a pupil wants to tell you something: (we call this disclosure) whilst it is very unlikely a child will disclose to a visitor, you need to be aware of and follow this procedure:
  - Explain that you will share information with an appropriate adult in school
  - Listen carefully and take seriously what a pupil tells you – do not ask leading questions
  - Record what has been said and pass to an appropriate adult in school as soon as possible, ensuring you retain confidentiality outside of school
  - Reassure the pupil and return them to their class teacher or the designated safeguarding lead (deputy head or headteacher).
“No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action”

Keeping Children Safe in Education (2019)
Any questions?

Please ask if you are unsure of anything.

The End!