

# 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).

# Being vigilant and reporting concerns

“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!

