

Disclosures:

If a child discloses something to you as a trusted adult:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do **NOT** promise confidentiality. Explain to them that you must pass on information if you are worried about their safety.
- **Do not** ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure by using “tell (T), explain (E, describe (D))” .

Notify a DSL as soon as possible so they can conduct an investigation into the concerns.

Reassure the child that they are doing the right thing.

Record carefully on a Pink Slip what the child says in their own words including how and when the account was given. This must be dated and signed.

A copy of the School’s Safeguarding Policy is available from the school office or website.

First Aid

If either you or a child requires first aid when in school, please contact the school office who will be able to locate a first aider for you.

We also display a list of our first aiders at points around the school, including at the School Office, Staff Room and First Aid Room.

Types of Harm:

We all have a responsibility to keep children (under 18) safe, both at home and in school.

Harm is identified in 4 ways:

Physical—When a child is deliberately hurt or injured.

Sexual—When a child is influenced or forced to take part in sexual activity. This can also be an activity such as being made to look at inappropriate images.

Emotional - When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents or visitors in the home fighting or using violence.

Neglect—When a child is not being taken care of by their parents/carers. Signs can include poor hygiene, poor diet, not keeping appointments for additional support or not coming to school and being left at home alone.

Prevent:

The Prevent Duty requires all schools to have “due regard to the need to prevent people from being drawn into terrorism”. If you think a child is at risk of being drawn into extremist ideology, DSLs must be informed immediately.

Welcome to

Ashford Oaks Primary School

Safeguarding Guide

School Visitors and Volunteers

At Ashford Oaks Primary School we take the safety of our pupils, staff and visitors very seriously.

It is our collective responsibility to maintain our safeguarding commitment and everyone that visits the school shares that responsibility.

Please read this leaflet and familiarise yourself with the contents of this leaflet.

Remember: If in doubt—Ask!

We hope you enjoy your time at our school.



On Arrival:

Upon arrival at Ashford Oaks you are requested to sign in to our visitors book. This allows us to know who is on site in the event of an emergency.

You will be issued a visitors badge that you must wear in person at all times.

You will be able to find details of our DSL (Designated Safeguarding Lead) on the back of your visitors badge.

Mobile phones should not be used, unless necessary, and are prohibited from our Early Years environments.

Photos are not to be taken, unless by prior agreement.

Staff Conduct:

If you are concerned about the conduct of a member of staff or adult in school, the following action must be taken:

- Immediately inform the Headteacher (Phil Chantler) or the Lead DSL (Jane Marshall).

Fire Safety and emergency

procedures:

Fire Safety:

Any person discovering a fire must:

- Operate the nearest fire alarm.

On hearing the fire alarm:

- Evacuate the building via the nearest exit, closing doors behind you.
- Children and adults meet on the main playground.
- Inform one of the office staff of your presence.
- At all times act calmly and quietly.
- Do not stop to collect your personal belongings.

Code 21:

This is an internal procedure to keep the children, staff and visitors safe from any external risk/harm such as an intruder. Code 21 will be called over the school's speaker system. Please remain in the room you are in, close all doors, windows and blinds. Remain hidden (where possible) until you are informed otherwise.

Other evacuation:

In the very rare event that we need to evacuate off of the school premises, our meeting point is at St Simons Church Hall. Please report to a member of staff for directions.

What to do if you are worried about a child:

If you are concerned about:

- Something a child says
- Marks or bruising
- Changes in a child's behaviour

You must:

- Report it to a DSL (Designated Safeguarding Lead)
- Write the details on a Pink Slip which can be found in the school office or staff room.

Who to talk to:

If you have any concerns about a child protection issue, the welfare or safety of a child, then report it to our DSLs in School:



Jane Marshall
(Designated Safeguarding Lead)



Phil Chantler
(Headteacher)



Mark Biggleston (Deputy DSL)



Vanessa Barnes (Pastoral Support Team)