

## Welcome to Overdale Junior School!

We are committed to safeguarding and promoting the welfare of children. Safeguarding is **everyone's** business. As such, we expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

### Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge and lanyard that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception

### Regular Volunteers

- Volunteers must sign in at Reception
- Volunteers must sign out at Reception
- Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

### Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. Legislation applies to all children up to the age of 18.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability. A copy of the schools Safeguarding policy is located in the school office and staff room.

### Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways: physical, sexual, emotional or neglect.

### Prevent Duty

We are subject to duty under Section 26 of the Counter-Terrorism and Security Act 2015, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as Prevent Duty.

**REMEMBER** ... if in doubt ... ask!

Please **do not** leave our school without telling someone or doing something.

### If a child discloses they might be subject to abuse:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. This would compromise further enquiries. Only trained investigators should question a child. Reassure the child that they are doing the right thing.
- Record carefully, on a Concern Form (found in the staff room) what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.
- Only share the information with the DSL. The DSL will take the matter on and deal with appropriately.

### Our Designated Safeguarding Leads (DSL)

**Mrs Hart**  
Head Teacher  
Designated Safeguarding Lead



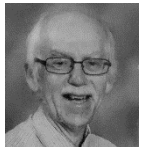
**Mrs Collins**  
Deputy Head Teacher  
Designated Safeguarding Lead



**Mr Evans**  
Assistant Head Teacher  
Designated Safeguarding Lead



**Tony Smith**  
Co-Chair of Governors  
Safeguarding Governor



## **Staff Conduct:**

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher.
- In their absence, immediately inform the Deputy or Assistant Headteacher.

## **Code of Conduct:**

All adults in schools set examples of behaviour and conduct which can be copied by pupils. Staff and visitors must therefore ensure they use inoffensive, appropriate language at all times and demonstrate high standards of conduct to ensure that our pupils do the same. All staff and must dress in smart/casual manner that is appropriate for their professional role. We expect visitors to adhere to reasonable standards of dress when in school.

## **Fire Procedures**

### **Any person discovering a fire must:**

- Operate the nearest fire alarm. (The fire service will be called immediately by a member of the office, SLT or PO by dialling "999" using the nearest telephone, when appropriate)

### **On hearing the fire signal:**

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the playground and line up.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

## **Invacuation:**

In the unlikely event that there is a reason why we would need to put the building on lock down, you will hear whistles constantly being blown. This indicates to the pupils and all adults to get inside and return to class. All adults are to remain calm and reassure all pupils whilst escorting them to their classroom (if suitable). The external doors will then need to be locked and windows closed. The school is to be quiet and wait for further instruction.

## **Security**

Any external doors and gates are to be kept closed during the school day. Please challenge anyone not wearing a lanyard and alert staff to anyone causing a concern.

## **First Aid**

If a child requires first aid assistance when in school, please go to the office who will direct a first aider to the child.

## **Discovery of a device or dangerous package**

Any person discovering a suspicious or dangerous package/device on the school grounds should inform the office immediately.

## **Health and Safety**

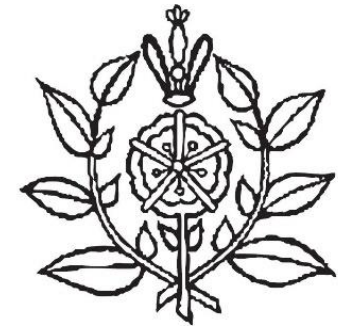
Whilst at Overdale Junior School, if you have any concerns regarding Health and Safety in our environment, please contact the office. Please report any defects to property/equipment immediately.

There is open water on the site so supervise your own children at all times and stick to the paths. We enjoy sharing our lovely grounds with wildlife, particularly foxes. Children are taught to live alongside them: give them space, do not chase, be quiet and stay calm.

# Overdale Junior School

## Safeguarding Guide for Visitors and Volunteers

2018/19



Overdale Junior School

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