Welcome to our school

Oxley Primary School is committed to the highest levels of safeguarding, and we work hard to promote the welfare of children. All of our staff, volunteers and visitors share this commitment.

Visitor Procedures

All visitors should sign in at the school office and be given a visitor's badge. Please ensure you sign out when leaving.

Visitors will be asked to remain under the supervision of the staff member they are visiting.

All adults who work or volunteer in our school are subject to the appropriate safeguarding checks.

All visitors should be by appointment only and should enter through the front reception. If you require an urgent appointment, please speak to the main office.

Further Information

You can find further information regarding safeguarding, including our full child protection policy, on our school website.

www.oxleyprimary.org

Who to contact in our school

If you have a concern about a child or they disclose something to you, talk to...



Mr D Caldwell
Headteacher
Designated Safeguarding Lead



Mrs L Woolcock
Deputy Headteacher
Deputy DSL



MrS S May
SENCO
Deputy DSL



Miss K Henson
EYFS Lead
Deputy DSL



Mrs D Palmer
KS1 Teacher
Deputy DSL



Mrs A Spivey
KS2 Teacher
Deputy DSL



Mrs S Walker
KS2 Teacher
Deputy DSL



Miss Evans
KS1 Teacher
Deputy DSL

If you have any concerns about the Headteacher, please contact our Chair of Governors, Mr Gavin Brown, via the School Office.

OXLEY PRIMARY SCHOOL

Be Kind. Be Brilliant. Have an I can attitude.

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Be Brilliant.
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Keeping Our Children Safe when Visiting Our School

Whilst on our school site:

- Do not use mobile phones in the presence of children. These may be used in offices or private staff areas only.

- Be a positive role model to all of our children with your use of language and behaviour.

- Treat all members of the school community with respect at all times, including when using humour.

- Do not share any information about our school on social media unless previously agreed with school staff.

- Do not discuss our children or families outside of school. Ensure you keep confidentiality at all times.

Working safely with children:

When working within our school you are expected to follow our child protection policy and code of conduct.

- Avoid any conduct which may lead a reasonable person to question your conduct. Always take responsibility for your own behaviours.

- Ensure you are always visible to school staff when working with children.

-Do not photograph a child without the school's permission.

-Never share your personal details with a child or contact them out of school.

-Keep professional boundaries at all times; never engage in horseplay or playfighting.

- Always ensure that any physical touch of a child is in response to the child's needs at the time and age. Physical contact should always be appropriate to the need and time-limited. Inform a member of school staff if you have had to support a distressed child with physical contact.

Safeguarding

Visitors coming to our school premises, including the playground, have a duty of care towards the adults and children in the school.

If a child tells you something that concerns you, please:

· Keep calm
· Listen and do not ask leading questions
· Do not make promises that you will keep anything a child tells you a secret.
· Record what was said in writing, then date, time and sign it.
· Report **immediately** to the designated safeguarding lead or deputy.

Online Safety

Before using the internet or the school network please ensure that you are aware of our acceptable use policy. All conduct when using school equipment should be appropriate, and professional.

Low-Level Concern Policy

If you have any concerns regarding the conduct or behaviour of a member of staff or volunteer, no matter how small, you must immediately report these to the Headteacher (or DSL if the Headteacher is unavailable). If you find yourself in a position where you feel your own conduct may be called into question or be misinterpreted, you must report your own actions to the Headteacher.

Health and Safety

Fire: In the event of a fire alarm, please exit the building from the nearest exit and make your way to the assembly point on the large playground. Please familiarise yourself with the fire exits when you arrive on site.

Accidents and illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the nearest first aider.

Please do not give first aid to a child unless it is an emergency. Please seek advice from a first aid-trained member of staff.

Toilets: Please ensure that you do not use toilets designated for children. Should you require a comfort break, please ask a member of staff to direct you to the staff toilets.

Smoking: Smoking, including the use of e-cigarettes, is not permitted on the school site.

Animals: Animals are not permitted on the school site unless previously arranged by a member of staff for a lesson.

Health and Safety Concerns: If you see any health and safety concerns whilst on the school site, please report these to the Headteacher or Premises Officer.