

Key Contacts

Our Designated Safeguarding Lead is Tamsyn Bradley.



Our Deputy Designated Safeguarding Lead is Martine Clewes.



Our Safeguarding Governor is Claire Edgeley.

Our Chair of Governors is Claire Edgeley.

Key Documents:

Guidance can be obtained upon request:

- Working Together to Safeguard Children 2019
- Keeping Children Safe in Education 2018
- OFSTED– Inspecting Safeguarding
- Responding to sexting in schools and colleges– UKCCIS Guidance
- The Prevent Duty



Oaklands School

“The best for all, the best from all”

***Safeguarding...
is everyone’s
responsibility***

Welcome to our school. We advocate high standards to ensure an outstanding level of safeguarding at all times.

Please use this information leaflet to help us keep all pupils and staff safe.

Visitors at Oaklands

At Oaklands School, we all have a duty to safeguard and promote the welfare of all our children.

DBS Checks:

All staff, including supply staff, regular visitors and volunteers are subject to *Disclosures and Barring Service* checks. This is to help ensure that unsuitable people are prevented from working with children. Please see the school office for DBS advice.

Visitor Log-In:

Visitors will be asked to sign into our Electronic Visitor Log in the Reception area.

Identity Badges:

All visitors must wear their visitor badge received from Reception and Their agency/ school's identity badge where relevant.

Reporting Concerns

If whilst working with a child you become concerned about their welfare, please report these concerns directly to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

You may be asked to complete a **Safeguarding Referral Form**. In these instances, you must accurately record:

- Dates
- Times
- A description of what you saw, heard or witnessed.

*Please **do not** wait.*

*Please **do not** leave school without passing a concern on.*

Whistleblowing:

Whistleblowing is a procedure which enables anyone, whether an employee or not, to express any concerns they have about illegal or illegitimate practices involving the council.

The Whistleblowing policy can be accessed from the main office, staffroom and toilets.

Safe Working

Safe working within Oaklands School:

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally.
- Avoid physical contact and over familiarity with children. Only touch children for professional reasons and when this is necessary and appropriate for the child's well being or safety.
- Always ensure that doors are left open or that you can be visible to others.
- Do not photograph children (unless requested by the school staff), exchange emails, text messages, phone numbers or give out your own personal details.
- Do not use your mobile phone in school unless in the staff room when you are not on duty.
- Never make arrangements to meet a child on their own outside school hours.
- Do not receive or give gifts unless arranged through school.
- All matters arising in school should remain CONFIDENTIAL.