

Welcome to Oswald Road Primary School

Oswald Road is committed to Safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment. This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet if you are unclear about anything in it and keep the leaflet in a safe place, so that you can read it again if you need to.

2022-23

Oswald Road Primary School

Safeguarding and Safety Advice for Staff, Volunteers and Visitors

Security of Students, Staff, Volunteers and Visitors:

All staff and visitors will sign in using the electronic system located at the Main Reception. Visitors should show proof of identity and DBS if appropriate at this point and the sticker supplied shown be worn and visible at all times. Please ensure that you also sign out using the electronic system when you leave.

What are my responsibilities?

All those who come into contact with young people throughout their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

Enhanced Disclosures:

All staff and regular volunteers will require a DBS and are required to submit a Disqualification by Association Form. This is to help ensure that unsuitable people are prevented from working with young children. If you do not have an DBS Certificate, you are not allowed to work unsupervised with young people. Craig Taylor our Business Manager can provide information on how to complete the application forms and also advise which documentation is necessary for you to provide for the checks to be completed.

What should I do if I am worried about a child? Please report these concerns to one of our Designated Persons for Safeguarding

What should I do if a child discloses information? – Listen to what is being said without displaying shock or disbelief; accept what is being said. – Allow the child to talk freely and reassure them, but do not make promises that might not be possible to keep. – Do not promise confidentially but explain that you have to tell the Designated Person so that they can help him/her. – Do not interrogate the child or ask leading questions. Reassure them that it is not their fault. – Stress that it was the right thing to tell and listen carefully rather than ask direct questions. **Immediately record the details of the disclosure, including exact words and pass it to the DP.**

What if the allegation is about a member of staff? You should report such allegations to the Headteacher. What if the allegation is about the Headteacher? You should report to a member of the Safeguarding Team who will notify the Chair of Governors pm.governor@oswaldroad.manchester.sch.uk How do I assure that my behaviour is always appropriate? Maintain a professional approach towards children wherever and whenever you are in contact with them. Avoid being alone or isolated with a child wherever possible.

Facebook and similar social networking sites; as a professional who works with children, you need to take extra care to ensure that you don’t inadvertently make your personal information available to young people or parents of young people that you work with. This could leave you open to false allegations, misinterpretation or the possibility of cyberbullying. See the ESafety, Acceptable Use and Social Media Policy. **Please help us to safeguard the young people in our care by following these guidelines.**

**Smoking**

Oswald Road Primary School operates a no smoking policy. Please do not smoke anywhere on the school site

**First Aid**

If you need first aid or feel unwell please go to the main school reception desk where someone will be able to help you

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**Health & Safety**

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Contractors coming onto the site must report to Reception before commencing work. Contractors must supply their own equipment and ensure that all electrical equipment complies with current legislation and is tested in line with the Electricity at Work Regulations 1989

**Fire & Evacuation**

* Your host will explain what to do in the case of emergencies and fire alarms.
* The alarm is a continuous bell. You must leave the building by the nearest exit.
* Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
* The assembly point is the main playground.
* Do not take any personal risks.
* You must not re-enter the building until told it is safe to do so.

**Contacts:**

Headteacher: Deborah Howard

Deputy Headteachers: Donna Wealleans and Helen Woolf

Family and Children’s Coordinator: Amanda Clifton

The Lead Designated Person for Safeguarding is: Deborah Howard

The Deputy Designated Persons for Safeguarding are: Donna Wealleans, Helen Woolf, Amanda Clifton, Kieran Bentley and Tracy Buckley.

The Governor with Safeguarding responsibility is: Yogita Patel

School Business Manager: Craig Taylor

**NSCPCC helpline 0808 800 5000**

**Manchester Children Safeguarding Board 0161 234 5001**

Staff have the right, and are encouraged, to question anyone on the school premises who they do not recognise.

Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.

Anyone behaving in an aggressive or disrespectful manner will be asked to leave immediately. Persistent offenders will be banned from the premises.

Oswald Road Primary School Safeguarding Leaflet and Safeguarding Policy Log

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| Date | Name | Copy of Leaflet Supplied | Copy of Policy Supplied | Meeting booked with DC | Signature |
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