

Physical – when a child is deliberately hurt or injured.

Sexual – when a child is influenced or forced to take part in a sexual activity. This can be physical activity or no-physical, e.g. being made to look at an inappropriate image.

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 to the home, fighting or using violence.

Neglect – when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or are being left home alone.

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. Clarify and check your concern if you feel that you are not sure. 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 an expression of concern form (found in the staff room and office) what the child says in their own words including how and when the account was given. This then must be dated and signed immediately and passed to one of the Safeguarding Team.

Our Safeguarding Team

Designated Safeguarding Lead:

Mrs Debbie Willemse

Deputy Designated Safeguarding Leads:

Mrs Emily Buckler & Mr Gary Myers



Safeguarding Guide for School Visitors and Volunteers

Welcome to Oakfield Junior School

We are committed to safeguarding and promoting the welfare of children. 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.

Oakfield Junior School

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Fetcham

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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 Head teacher.
- In their absence, immediately inform the Deputy Designated Safeguarding Leads.

Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm.

(The fire service will be called immediately 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 staff member in charge of the class, 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 place of assembly.
- At all times act quietly and calmly
- Do not stop to collect your personal belongings

The place of assembly is the upper playground.

First Aid

If a child requires first aid assistance when in school please contact one of the first aid team in the office.

Keeping Ourselves Safe

- All visitors must **sign in** at Reception on arrival.
- Visitors will be issued with a badge which 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 in the presence of children
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our children 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 child/children 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.

If you feel 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 school’s Safeguarding Policy is located in the school office and staff room.

Types of harm

We all have a responsibility to keep children safe, both at home and in school. Harm is identified in four ways: