

## Safeguarding Children

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As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

Please refer to the back page of the leaflet for contact details of our child protection team, or please contact Reception who can locate them for you.

If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures accordingly to the school Safeguarding Policy



## Keeping Everyone Safe

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We hope that you have an enjoyable visit to Oaks Primary Academy. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

As a visitor please remember the following:

- If you are working in a 1:1 situation with a pupil, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

## What is Abuse?

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Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

### What is discrimination?

When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependant or where the person lives.

### What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising difference, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.

## Keeping Everyone Safe

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### Disclosure by a child

If a pupil discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else – you cannot promise confidentiality.
- Make accurate notes of what has been said by the student and pass this immediately to the DSL.

It is not your responsibility to investigate but to report to the Designated Safeguarding Lead

### Designated Safeguarding Lead:

**Mr Thomas Moore**  
Principal



### Deputy Safeguarding Lead:

**Mrs Jessica Osborne**  
Community Liaison Officer



## Other General Information

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**Fire and emergency evacuation:** If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the astro turf next to the adventure playground. Our staff will direct you.

**First Aid:** Please ask at Reception if you need assistance.

**Accidents and Incidents:** Please report these to Reception.

**Access to the Internet:** All users of the school systems and WI-FI must comply with the Acceptance Use of ICT Policy.

**Visitors' Toilets:** Please ask at Reception for directions.

### Parking and Disabled Access:

Parking is available in our car park, but spaces are limited. Accessible toilets are available at Reception.

**Oaks Primary Academy**  
**Oak Tree Avenue**  
**Maidstone**  
**Kent**  
**ME15 9BG**

**Email:**

[contactus@oaksprimaryacademy.org.uk](mailto:contactus@oaksprimaryacademy.org.uk)

## Oaks Primary Academy



## Visitor & Safeguarding Leaflet

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

**Please wear the badge at all times to avoid being challenged by staff or students.**

**Remain with your host at all times unless we confirm we have had prior DBS clearance for you. On departure please sign out and return your badge.**