Emergency Procedures

First Aid

If a child requires first aid assistance when in school please contact a member of staff who will take you to the **medical lead, Mrs Shaeen Yasin**

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

Fire Procedure

- You will be informed on arrival if there is a fire drill planned.
- If you hear a repeated ringing of the fire alarm you are to go out to the playground to the fire assembly point.
- If you are working with a class you will go out with them.
- If you are working in a non-class-based room, e.g. the music room, then you will need to know your quickest route of exit to the assembly point.

Lockdown Emergency Procedure

You will be informed on arrival if there is a lockdown drill planned.

Start of lockdown - the signal is a single tone broken-sound alarm.

- Stay indoors, in the room/classroom that you are in.
- If you are outside when this signal is given, make your way to the nearest classroom or hall.
- Close all window/door coverings eg curtains, blinds, so you cannot be seen.
- Keep the children calm and quiet, in an area that is protected and out of sight if possible.

If you are with children it is important to:

- remain calm and quiet
- reassure them
- remind them to follow your instructions

Termination of lock down - the signal is the single tone broken-sound alarm.

Our Health and Safety Team

Mrs Luciana De Lira: Premises Manager
Mrs Jenny Ayres: School Business Manager
Mrs Jo Reid: Headteacher

Welcome to Botley 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 our school. It gives information about our Safeguarding procedures and our emergency procedures. Please keep this leaflet in a safe place so that you can read it again if you need to.

Elms Road
Botley
Oxford
OX2 9JZ

Phone: 01865248573
Email:
office.2569@botley.oxon.sch.uk

Botley School is part of the Acer Trust, a Multi Academy Trust based in Oxfordshire.

www.acertrust.org.uk

Safeguarding Guide

for

School Visitors and Volunteers

Creating Excellence, Embracing All

Botley School
Elms Road
Botley
Oxford
OX2 9JZ
Tel: 01865248573
Website: www.botleyschool.org.uk

Keeping our Community Safe at Botley

Arrival at School

- All visitors must **sign in** at the reception desk on arrival
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival at their first visit
- Visitors **must remain** in the reception area until under supervision of the identified member of staff in charge of the visit.
- Mobile phones are not to be used whilst on the school site
- Photographs are not to be taken unless by prior arrangement with the school safeguarding team
- Visitors are expected to be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words and actions differently.
- Report any unacceptable behaviour
- When working with pupils, ensure you are visible to others
- All visitors must **sign out** at the Reception desk and hand back their lanyard.
- Regular Volunteers
- Regular volunteers must **sign in** at the Reception desk
- Volunteers must **sign out** when leaving

Our regular volunteers, staff and governors have a valid DBS check and wear identity badges at all times in school

Our Safeguarding Team

Designated Safeguarding Lead: Mrs Jo Reid, Headteacher

Deputy Designated Safeguarding Lead: Mrs Shaeen Yasin ,

Family School Liaison

Other Deputy Designated Safeguarding Leads:

Miss Elspeth Doran – SENCO/Deputy Headteacher

Mr Johnny James – Deputy Headteacher

Safeguarding Governors: Ms Louisa Wynn-MacKenzie
Mrs Sue Miller

What to do if you are worried about a child

If you feel that 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.

The school Safeguarding policy and Keeping Children Safe in Education are available on the school website. Please ensure you read them.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

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 a physical activity or non-physical, eg 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 are being left home alone.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

OSCP Oxfordshire Safeguarding Children Partnership

You can find further information on what to do if you feel a child is at risk on the Oxfordshire Safeguarding Children Board Website. https://www.oscp.org.uk

What to do if a child makes a disclosure

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, by using, for example," tell (**T**), explain (**E**), describe (**D**)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child.

Reassure the child that they are doing the right thing.

Record carefully, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to the Designated Safeguarding lead on duty or one of the Safeguarding Team.

The notice board by the reception desk indicates who the designated lead staff on duty are each day. Please check this on arrival and ask staff to point out the safeguarding leads in school as you are shown to the area you are volunteering.

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 Headteacher.
- In their absence, immediately inform the Senior Member of Staff on duty.