

Who to contact in our school

If in doubt, talk to someone...



Mrs H Bodycombe, Assistant Headteacher
Designated Safeguarding Lead
hbodycombe@oysterpark.co.uk



Mrs J Chapman-Kemp, Headteacher
Designated Safeguarding Lead
jchapman-kemp@oysterpark.co.uk



Mrs K Morgan, Family Support Worker
Deputy Designated Safeguarding Lead
kmorgan@oysterpark.co.uk

The Safeguarding Governor for Oyster Park Primary Academy is
Mrs P Woodhouse.

The Chair of Governors is **Mr M Dixon.**
Both can be contacted through the school office.

For further Support or additional information, you can find the
Safeguarding and Child Protection Policy, Online Safety Policy and
other key policies and procedures on our school website.



Watling Rd, Ferry Fryston, Castleford, WF10 3SN
Telephone: 01977 515994 Website: www.oysterpark.co.uk
Email: admin@oysterpark.co.uk



SAFEGUARDING

VISITORS

Oyster Park Primary Academy

Welcome to our school

A Guide to

Keeping Children

Safe when Visiting

Our School

We welcome visitors to Oyster Park Primary Academy.

Our priority is to ensure our school remains a safe place for children, staff and all other members of our school community.

Visitors to the school should sign in at the office where you will be given a visitor's badge and a red visitor's lanyard, which you must wear while in school. Please sign out when leaving.

We ensure that all adults who work or regularly volunteer in our school are subject to the appropriate security and appointment checks including Disclosure and Barring System (DBS) checks.

If you have any concerns, we will always listen to them and seek to address them in line with our Safeguarding policy and procedures.



Visitor Lanyard



Staff Lanyard



Governor Lanyard

First Aid



Many of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance

Health & Safety

If you have a concern please inform a member of staff who will pass it on to the responsible person.



What is Safeguarding?

Visitors coming on to school premises, including the playground, have a duty of care towards the welfare and safety of the children and adults in the school. This is called safeguarding.

Safeguarding means that:

- children are protected from maltreatment
- a child's health or development is protected
- children grow up with safe and effective care
- action is taken to ensure the best outcomes for all children

Safeguarding is the action we take to promote the welfare of children in our care to protect them from harm.

We take this responsibility very seriously

Child Protection

This is the process of protecting children who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect, and emotional harm.

Child protection promotes the rights and welfare of all our children. If a child tells you something, keep calm, listen, do not question, never make any promises. If you have concerns, or if a child discloses something to you, inform **Mrs Bodycombe, Mrs Chapman-Kemp** or **Mrs Morgan** or immediately.

Code of Conduct

Remember:

- to sign in and out and collect a visitor's badge
- be a positive role model
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school community with respect and tolerance
- respect children's privacy and dignity
- ensure you are visible by a member of staff if you are with children
- always report any situations that arise that may cause concern
- keep confidentiality

Never:

- photograph a child without the school's permission
- never use your mobile phone in areas used by children
- ignore inappropriate behaviours towards children whether by adults or other children
- share personal details with a child
- meet a child out of school context
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults
- give gifts to a child or show preferential treatment

Fire and Emergency

If you discover a fire, sound the alarm and ring 999.

On hearing the alarm exit by the nearest fire exit and make your way onto the playground to the rear of the school building where a member of the Admin Team will meet you. If you are responsible for children make sure they leave the building immediately by the closest exit and make their way to the playground where they will line up with their class.

Online Safety



Before using the internet, school network or IT equipment you will be asked to read and sign an acceptable use agreement which is designed ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement should be followed at all times.

