

Stay calm and do the following:

- Listen carefully – particularly what is said spontaneously
- Do not ask leading questions
- Do not show shock or disbelief
- Offer reassurance
- Do not promise confidentiality
- Write a record of what the child said including where, how and when the account was given
- Date, time and sign the record
- Keep the account factual and use the child's words as much as possible
- Share the record with the DSL or DDSL

EQUALITY AND DIVERSITY

Oaklands School will ensure that opportunities and the principles of fairness underpin all aspects of our policies, procedures, education provision, consultation and decision-making.

Oaklands School is committed to equality in its delivery of education, whether or not the service is directly provided by us or contracted to a third party provider.

Senior leaders will monitor this education provision to ensure that pupils acquire the skills which enable them to be proactive in their behaviour and learning and to become responsible citizens.

We expect all staff and all visitors to uphold the principles of the Equality Act 2010.

TELL US ABOUT YOUR VISIT

Thank you for visiting our school. We hope you enjoyed the time you spent with us. To help us to continually improve, we would welcome your feedback about your visit today.

Please scan the QR code to complete our short survey.



OAKLANDS
SCHOOL



**Norgate House, Tealgate, Charnham
Park, Hungerford RG17 0YT**



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VISITOR INFORMATION



OAKLANDS
SCHOOL

VISITOR PROTOCOL

- All visitors must sign in at Reception on arrival and sign out on departure.
- Visitors must have the appropriate badge on display at all times whilst on site.
- Most visitors will be assigned a red lanyard and must be accompanied by a member of staff whilst on site.
- Some visitors will be assigned a green lanyard and will be allowed to be unaccompanied whilst on site.
- Please do not use mobile phones during the time you are on site. All mobiles must be kept out of sight and on silent mode at all times.

PUPIL BEHAVIOUR

If you observe a pupil struggling with their behaviour during your visit, staff are trained to manage these situations to keep everybody safe.

You can help by moving away. Please be aware that a member of staff may ask you to leave the area until the situation has calmed down.



HEALTH AND SAFETY

Fire Procedures

In an event of a fire alarm, please use the nearest fire exit and make yourself known to staff. Look for the nearest exit to you and be aware of it.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a First Aider nearest to where you are based. All accidents will be recorded and logged.

Should you require a comfort break during your visit, a member of staff will be happy to direct you to the adult facilities, which are located on the ground floor.

SAFEGUARDING

Oaklands School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Our Safeguarding Team are:

Designated Safeguarding Lead (DSL)

Phil Chivers (Headteacher)

Deputy Designated Safeguarding Leads (DDSLs)

Georgios Chatzakis (Executive Headteacher)

Ian Simmons (Assistant Headteacher)

Suzanne Nutley (Business Manager)

Safeguarding Governor

Dr Julie Smith (Chair of the Board)

A copy of our Child Protection and Safeguarding Policy Is available at Reception.

What do I do if am Worried About a Child?

If you become concerned about something a child says, marks or bruising on a child, changes in a child's behaviour or demeanour, please contact the Designated Safeguarding Lead.

What do I do if a Child Discloses Information Which Could be a Safeguarding Concern?