

Safety Information For Visitors



Carterton Community Schools Federation is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

Safeguarding information for visitors

The welfare and safety of our students is the paramount concern of every person who works at our school and of our Governing Board

As a welcome visitor, please take the time to read this information as we expect you to adhere to our safeguarding policy and procedures
A copy of our complete Safeguarding Policy is on our School Website.

In accordance with our Safeguarding Policy only visitors who have been signed in and are wearing a badge to identify them as a visitor are allowed to be on site.

What should you do?

Please wear your badge where it can be seen at all times.

If a child makes a disclosure to you:

- Do not promise confidentiality. You must tell the child that you have to tell one of the Designated Safeguarding Leads (DSL).
- Listen carefully so that you can recall what you are being told.
- Take the child to a member of staff who will contact a DSL
- Tell the DSL what the child has told you. The DSL will then take care of the child.

If you see or hear anything that concerns you, please immediately report it to a DSL. You must then record the concern in as much detail as possible to give to the DSL.

All children have the right to be safe no matter who they are or what their circumstances are.

A safeguarding concern is something that makes you feel worried or concerned about the welfare or safety of a child. This may be something that the child may tell you, (a disclosure), something you may observe, or something that you may hear.

Fire safety information

If you discover or suspect a fire:

- Shout 'FIRE' and sound the alarm by activating the nearest fire alarm call point
- Evacuate the building by the nearest fire exit
 - Do not stop to collect personal belongings
 - Do not use passenger or goods lifts
- Report to the **assembly point in the main staff car park**
- Do not re-enter the building until authorised to do so



First aid information

If you need first aid:

- Contact Reception on ext. 0 or on 01993 841611 from a mobile.
- Phone 999 if an ambulance is needed.
- If you have a medical condition you think we should be aware of please inform your host

Lockdown information

In the event of a lockdown, please follow the instructions of staff. Details are available on the backs of the classroom doors.

Contacts



Sarah Zasada

Assistant Headteacher
Designated Safeguarding Lead
01993 841611



Amanda Carter

School Counsellor
Deputy Safeguarding Lead
01993 841611



Oxfordshire Safeguarding Children Board

Tel: 01865 815843 Email: oscb@oxfordshire.gov.uk

Multi Agency Safeguarding Hub (MASH)

Tel: 0845 050 7666

Child Exploitation and Online Protection

www.thinkyouknow.co.uk

PREVENT (Anti-Terrorism Responsibilities)

www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

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**CARTERTON COMMUNITY
SCHOOLS FEDERATION**
Gateway to excellence