

First Aid

If you require First Aid attention during your visit, please inform the nearest member of staff.

Accidents

All accidents, regardless of size, need to be reported immediately to the School Bursar, Mrs Julie Erskine. All accidents will be recorded in the staff and accident book.

Hazards

If you identify a hazard or feel you may create a hazard through your normal working practice you must inform **Mrs Julie Erskine** or **Mr John Dalton** (Site Manager) immediately.

Under UK law you are responsible for your own safety and the safety of others around you.

Fire

In the event of the fire alarm please use the nearest fire exit. You will be required to meet with the children and staff in the junior playground area.

Please make yourself familiar with the nearest fire exits to where you will be working or visiting. Ask a member of staff if you are unsure or see the fire equipment stations situated around the school by most doors for your nearest exit.

Fire fighting equipment is provided for such events where your escape route is blocked. Under no circumstances should you try to re-enter the building when you have evacuated.

WE ARE A SCHOOL WHICH PLACES THE SAFEGUARDING OF CHILDREN AS A HIGHEST PRIORITY

As a Christian community, St Oswald's seeks to foster a safe school environment. The staff adheres to the school policies within the Christian ethos. All staff recognise our duty of care towards all children within the school.

Designated Safeguarding staff:

Miss Emma Murtagh Heateacher
Mrs Clare Clarke Assistant Headteacher
Mrs Julie McNally Parental Support Advisor

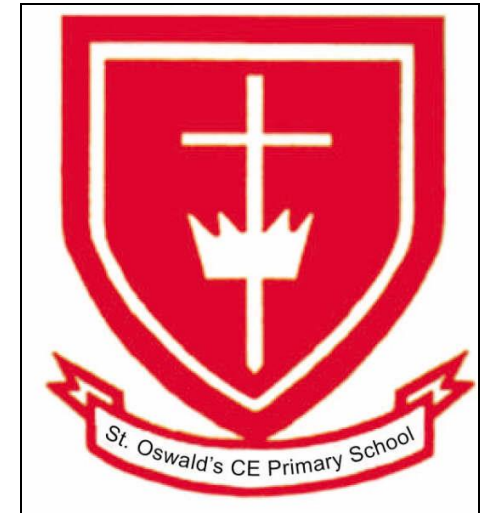
Safeguarding Governor

Mrs E Furlong

First Aid

All Staff working in Foundation Stage are trained in pediatric first aid.

Welcome to St Oswald's Church of England Primary School



This leaflet has been produced for all visitors to our school. It contains information on the schools Safeguarding and Health & Safety procedures.

Please take a few moments to read and understand this information so your visit can be enjoyable and safe.

As a Christian community, St Oswald's CE Primary seeks to foster a safe school environment. All staff adhere to the school policies within the Christian ethos. All staff recognise their duty of care towards all children within the school.

Smoking

We do not permit smoking (including e-cigarettes) anywhere on the school premises and grounds.

Car parking

Please be aware that from 3.10PM to 3.45PM we have children and parents entering and leaving the school grounds. We ask that you take extra care when entering and leaving the school car park during at these times.

There is a designated parking space for disabled badge holders next to the main entrance of the school.

Toilets

Adult toilet facilities are available near to the school entrance and opposite the Family Room. There is a toilet for disabled users near to the front entrance of the school.

Child Protection concerns

The protection and safeguarding of our children is our highest priority.

If you observe any behaviour or incidents in our school that you would feel are a concern, please do not leave without informing one of our Designated Teachers for Safeguarding or a member of the teaching staff if they are not available. These people are identified on the reverse of this leaflet and on the back of your visitor card.

Safeguarding Procedures

Signing in

A member of staff at the front office will

sign you in to the building. This is for Fire Safety and allows us to ensure the building has been fully evacuated and you are safe in the case of a fire.

You will be asked to complete either:

1. DBS details for our single central record. We keep details of your DBS on file as a record that we have checked you are safe to work alongside our children. Any adult working unsupervised with children **MUST** have a current DBS logged on the single central record (such visitors can be identified by the wearing of a yellow lanyard).
2. If you do not have an up to date DBS with you then you will be issued a Visitor Card on a red lanyard and must be accompanied by another adult at all times during your visit.
3. Employees of the school can be identified by the wearing of Sefton (blue) lanyards.

On leaving the building

You must sign out of the building and also return your lanyard.

Mobile phones

To protect our children we respectfully ask that you do not have out or use your mobile in the school building. Should you need to use your phone please use the staff room or ask a member of staff for a suitable location.

Photographic equipment (inc Mobiles)

Under no circumstances should you use photographic equipment unsupervised whilst at our school.

You must have permission and supervision from the member of staff you are working with

Pupil Interaction

At St Oswald's CE we are proud of our children who are naturally inquisitive in who you are and what you are here for. We encourage appropriate interaction whether you are working with the children or around the building. Please be very aware of the language you use and the nature of your conversations that are in hearing of children. We would also ask that you are mindful of your dress and any wording or logos that may be on clothing.