



St Oswald's Catholic Primary School

Visitor's Information

Safeguarding for Visitors

Welcome to St Oswald's Catholic Primary School, this is a larger than average school based in two buildings situated on either end of Montague Road. We have approx. 650 students age between Nursery and year 6. Children in EYFS & KS1 are situated in the building fronted on St Oswald Street and KS2 are in the Montague Road site.

This is a safe school, all visitors are asked to familiarise yourself with our policies, procedures and code of conduct.

St Oswald's Catholic Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out of the visitors' section, you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

Visitors who do not have DBS must be accompanied at all times by a member of the school staff.

Unsupervised visitors: If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will note down the DBS number and date issued but will not make a copy of it. You will also need to read the school's Code of Conduct for Adults and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education' (2023). The school's Child Protection Policy is available on the school's website.

If you have ANY concerns about a child's welfare or wellbeing or have a concern about the behaviour of any adult within the school towards a child:

- Discuss your concerns without delay with the Designated Safeguarding Lead, Mrs S Watson or Head teacher, Miss D Hay, or a member of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to Liverpool Children's Services (Tel: 0151 233 3700)
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff can be contacted on 0151 225 8101. The school office can provide you with a copy of the school's procedures for Managing Allegations against Staff and volunteers.

If a child makes a disclosure to you:

- Do not investigate but report them immediately to the Designated Safeguarding Lead or another member of the senior staff at the school
- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'on line safety'.

Remember

- provide a positive role model to young people
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school's community with respect and tolerance
- work with children so that you are visible by a member of the school staff
- respect a child's privacy and dignity
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own action
- There should be no delay in ringing 999 and requesting fire, police or an ambulance.

Never:

- Photograph a child without the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments

- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

Key Safeguarding Staff:

Headteacher: Miss D Hay

Designated Safeguarding Lead: Mrs S Watson

Safeguarding Team: Miss D Hay, Mrs S Watson, Miss S Mahon & Mrs J Finch, Mrs S McBrien

Chair of Governors: Mr T Hegarty

Safeguarding Governor: Mrs D Hyland

The School day times are:

Nursery: 8:30am -11:30am & 12:30pm- 3:30pm

Reception: 8:45am- 11:45am & 12:45pm-3:15pm

Reception have no formal playtime as provision is continuous.

KS1

Year 1: 8.45 – 11.45pm & 12:45pm-3:15pm

Mid-morning break: 10.00am - 10.15am

Year 2: 8.45am – 12.15 & 1.15pm – 3.15pm

Mid-morning break: 10.15am – 10.30am

KS2 8:45am 12:00pm & 1:00pm – 3:15pm

Years 3&4: 8.45am – 11.45am & 12.45pm – 3.15pm

Mid-morning break: 10.00am – 10.15am

5&6: 8.45am – 12.15pm & 1.15pm – 3.15pm

Mid-morning break: 10.30am – 10.45am

In the case of a fire follow the following procedures:

- Follow the fire drill displayed
- There should be no delay in ringing 999 and requesting fire and police.
- Leave the building by the nearest evacuation route and assemble at the designated positions on the far end of the playgrounds.

In case of lockdown you will hear 10 consecutive bells, secure the room you are in and wait for further - information.

If a child or member of staff needs emergency treatment or first aid:

- Follow school First Aid procedure.
- There should be no delay in ringing 999 and requesting an ambulance.