



Welcome to Oakwood Junior School

Information for Visitors and Contractors

Welcome to our school. We hope that you will enjoy your visit.

Please read the following information.

Health and Safety

1. Have you signed in at the office and are you wearing a visitors' badge? We need to know at all times who is on the school site.
2. You agree to follow our Health and Safety policy while you are on our site. Please ask for a full copy if you are unsure about what this means.
3. For the safety of children, our vehicle gates are **locked** around the following times: 8.40 – 9.10 am and 2.50 – 3.20pm. If you are a car driver and need to leave the site between these times, you may wish to park your car on the street.
4. You may not smoke **anywhere** on the school site. It is **illegal** to smoke in the school buildings.
5. There is a fire drill procedure on the wall of each classroom. Please take time to read it and familiarise yourself with it. The fire alarm is a loud **continuous** siren.
6. If an accident occurs, please let the office know. Staff trained in First Aid are: **Elaine Vaudin, Sarah Worley, Claire DiMaiolo and Joy Larder.**



A Safe Community for pupils and adults

- ◆ We will act to ensure our school remains a safe place for pupils, staff and other members of our community.
- ◆ The protection of children is **of the highest priority** for Oakwood Junior School. **Safeguarding is everybody's responsibility and as a visitor, you must report any concern about a child or young person to Ian Taylor , the School's Child Protection Liaison Officer.**
- ◆ We have a robust Child Protection Policy and will follow its procedures to refer and monitor cases of suspected abuse. You agree to follow this policy when you come onto our site.
- ◆ If you threaten or assault anyone in the school, or persist in abusive behaviour, you will be removed from the premises and may be prosecuted.

Confidentiality

- ◆ While you are on our site, you may see and hear information which the school deems to be confidential. When you come onto our premises, you agree to follow our Confidentiality Policy and you may be asked to leave if you do not, so please ask for a full copy if you need more advice.



Race Equality and Equal Opportunities

- ◆ A condition of being on our site is that you follow our Race Equality and our Equal Opportunities policies. Please ask for a full copy of them if you need more information. You may be asked to leave the site if you don't follow these policies.

If you are working with children...

1. Try to arrive a few minutes before the lesson starts or the trip is due to leave so that you can talk to the teacher about what they would like you to do.
2. If possible, please try to talk to the teacher at the end of the session.
3. If you think any children are working particularly hard or behaving very well, please try to praise them – ask the teacher for some stickers or stars to help with this.



Conversely, if you think any children are not following our school rules, please talk to them about it – remember that you are an adult in the classroom so take that authority with advice from the teacher. If the bad behaviour continues, make sure the teacher knows about it.

4. If you are working in a class with your own child, please remember that the vast majority of our children don't have access to their parents during school time – keep the interaction professional!



5. All adults in our school are referred to by their titles and their last names. Please correct children if they call you by your first name.

Domestic Arrangements

1. Please use the staff toilets/cloakrooms which are by the admin office on the ground floor. Please don't leave items of value as we cannot be liable for them.



Please feel free to make yourself a drink in the staffroom. If you are here for more than just a one-off visit (eg. you are on a placement or a long contract) please make a contribution to the drinks fund. We suggest 20p per cup.)

Thank you for taking the time to read this information. I hope you have found it useful. We review the information we give to visitors and contractors, so let us know if you'd like to see something included or if something is unclear.

We value your help and hope that you enjoy your time spent at Oakwood. Please do not hesitate to contact any member of staff if you have any questions or concerns.

Ian Taylor
Headteacher