

In Case of Fire

In the unlikely event of the fire alarm sounding (continuous bell), please evacuate the school and proceed to the assembly point on the field of the large Key Stage Two playground. If you are responsible for children at that time, please ensure that they leave the school building immediately. Please exit by the nearest doors as directed by a member of school staff. Do not stop to collect any personal items. If you discover a fire, sound the alarm and ring 999. Do not return to the building until a senior member of staff has instructed it is safe to do so.

Lockdown Procedure

In the event of a lockdown, a pulsing bell will sound. Please remain in the room you are in or go to the nearest available indoor space if you are outdoors. Close all doors and windows and close any blinds. Await further instructions from school staff.

Health and Safety

If you notice anything of concern, please inform a member of staff who will then ensure this is passed on to the relevant responsible person.

First Aid

Many of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance. All accidents should be reported to the school office where first aid is also available. If you have a medical condition that you would like us to be aware of, please inform the school office staff on arrival or inform the member of staff completing your induction.

Further Information

You can find the full safeguarding policy and other related policies on our website: www.olive.dudley.sch.uk



Safeguarding

at Olive Hill Primary Academy

Information for Visitors & Volunteers



Welcome to Olive Hill Primary School. We are committed to safeguarding and promoting the welfare of our children.

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility. If you have a concern about the safety or wellbeing of a child, you have a duty to report it to one of our Designated Safeguarding Leads (DSLs). This leaflet will help you to understand what is expected of you as a visitor to our school. Please ask a member of staff to clarify if you are not sure about anything you read.

Visitors to the school must sign in at the office on arrival where you will be given a visitor's badge to wear whilst in school. Please wear the lanyard at all times whilst on the school premises.

We ensure that all adults who work or volunteer in our school are subject to the appropriate security and appointment checks including Disclosure and Barring System (DBS) checks.

Olive Hill Primary Academy, Springfield Road, Halesowen, B62 8JZ.
01384 818855 info@olive.dudley.sch.uk

Who to contact in our school:



Mrs Shinner
(Lead DSL)



Miss Grasby
(Headteacher & Deputy DSL)



Miss Walters
(Deputy DSL)



Miss Skidmore
(Deputy DSL)



Miss Homer
(Deputy DSL)



Mrs Collins
(Family Support Worker
& Deputy DSL)

Chair of Governors and School Governor with Responsibility for Safeguarding: Haroon Bashir

All of the school DSLs and the Chair of Governors are contactable via the school office or via dsl@olive.dudley.sch.uk. Please do not hesitate to speak to one of the team if you have a concern. If you are in doubt, speak to someone.

What should I do if I am worried about a child?

If you become concerned about a child for any reason (e.g. because of a comment a child makes, you notice marks or bruises or there are changes in their behavior or demeanour) please report your concerns to one of the Designated Safeguarding Leads (DSLs) as soon as possible.

For more information on types of abuse and indicators to look out for, see www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/

What should I do if a child discloses that he/she is being harmed?

- Listen to the child carefully and remember what they tell you.
- React calmly and reassure the child they have done the right thing in telling someone but do not make false promises to the child (e.g. to keep a secret or that everything will be fine). Ensure you maintain confidentiality and only share information on a need-to-know basis.
- Do not ask leading questions.
- Record factual details as soon as possible, recording the child's exact words and phrases. Forms for this purpose are pinned to the safeguarding board in the staffroom. Include a body map if necessary.
- Report to a Designated Safeguarding Lead (DSL) without delay. The office staff will help you to locate them. Do not leave notes on desks—ensure you speak to a DSL directly.

In the unlikely case of there not being a DSL available, find a senior member of staff. If nobody is available, you need to telephone the multi-agency safeguarding hub (MASH) for the local authority in which the child lives.

Dudley: 0300 5550050

Sandwell: 0121 5693100

Members of the public can also raise safeguarding concerns via the NSPCC: 0800 800 5000

Children can contact Childline on 0800 1111 if they are worried or need help.

What should I do if my concern is about a member of staff or a child makes an allegation against a member of staff?

You should report the allegation directly to the headteacher as soon as possible. In their absence, report to the deputy headteacher.

If the headteacher and senior leaders are not available to speak to, contact the Local Authority Designated Officer, Yvonne Nelson-Brown and Valerie Wilmott, on 01384 813110.

How do I ensure my conduct is appropriate?

- Appropriate relationships with children are based on mutual trust and respect.
- Do not photograph children, take videos or sound recordings.
- Do not exchange emails or text messages or give out your own personal details.
- Do not discuss details of the school, its pupils and their families or school staff on social media. Do not make reference to any child, parent/carer, member of staff, or school activity without prior permission in agreement with the headteacher or senior leader.
- Treat all children equally. Do not receive or give gifts to children (unless agreed with school) or show preferential treatment.
- Please make sure you only use a mobile phone in the office areas or staff room. Use of a phone when children are in the vicinity is prohibited.
- Dress appropriately, ensuring your clothing is not likely to be viewed as offensive or revealing.
- Be a positive role-model by treating all members of the school community with respect and tolerance.
- Ensure that you maintain confidentiality.
- Be careful not to put yourself in a position where your actions could be misinterpreted.
- Avoid physical contact with children that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others.
- Smoking (including the use of e-cigarettes) is strictly prohibited on the school site.