

SAFEGUARDING

Oak View School recognises that safeguarding does not solely refer to protecting children from deliberate harm but also the day to day practices within the school and care, support and guidance for staff and colleagues.

Your time with us at Oak View is valued and we want it to be a positive and rewarding experience for you.

If at any time during your placement, you experience something that you would like to share with us or have a debriefing session on, any of the staff below will make themselves available to spend some time with you.

As a volunteer you will not undertake any intimate personal care or moving of the children. If you are uncertain about anything you are asked to do, speak to one of the staff below:

Named person for Safeguarding
Head Teacher
Tina Kearney

Assistant Head Teachers
Claire Moore Graham Sandberg

In the last couple of weeks of your placement, you will be expected to make contact with one of the members of staff above for an exit interview, which will support us in improving the experiences for others.

Thank you for volunteering at Oak View

Updated January 2022



A GUIDE FOR VISITORS, VOLUNTEERS and WORK PLACEMENTS

Oak View School

**Important information
on safety, security, visitor care
and safeguarding.**

Oak View School
Whitehills Road
Loughton
Essex
IG10 1TS

Telephone:
0208 508 4293
www.oakviewschool.org
[@OakViewSchool](https://www.facebook.com/OakViewSchool)
[http://facebook.com/
oakviewloughton](http://facebook.com/oakviewloughton)

ARRIVAL ON SITE

The reception is located in the main entrance. On arrival you will be asked to sign in electronically and given a sticker that you will be expected to wear all day. When departing from the site you will need to sign out and also return your sticker.

HEALTH & SAFETY

Oak View School expects all visitors, volunteers, work placements and contractors to:

- Take care of themselves and those who may be affected by their acts;
- Co-operate with the School on all health and safety matters including Covid regulations;
- Report any hazards or suspicious activities;
- Staff not DBS Checked are not permitted to be alone with any child.

Further Health & Safety information can be found in the Central H&S file or from the Head Teacher/H&S Officer

ACCIDENTS & INCIDENTS

You must report **ALL** accidents and incidents even if you do not sustain personal injury.

Accident/Incident Report forms can be obtained from the Head Teacher/Assistant Head teachers.

FIRE SAFETY

If you discover a fire:

- Sound the fire alarm by breaking the glass at a call point.
- Evacuate the building from the nearest and safest available exit and go to the fire assembly point. Lower School Playground or Upper School playground or front of school car park
- Report to the duty officer (Head Teacher or Fire Marshall) stating type of fire and its location.

On hearing the fire alarm:

- Immediately the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you.
- Do not run or panic.
- Go to the fire assembly point as mentioned above.
- Report to the duty officer (Head Teacher or Fire Marshall) to be checked against the visitors' book .
- Do not return to the building until you are instructed that you may do so.

FIRST AID

Should you require first aid attention please contact Reception, the Head Teacher/Health & Safety Officer or a First Aider in class. The site has a medical room and First Aid box in each class.