



Oreston Community Academy

Visitor Information

To achieve the safest, happiest, most caring and well-ordered environment possible, to maximise the achievement of every individual.



Safe-Happy-Included-Learning

- Please switch off mobile phones on entry to the school.
- Ensure your visitor badge is visible at all times.
- No smoking or vaping on the school premises.
- Remember to sign out and hand your badge into reception when leaving.





Welcome from Esther Best

It gives me great pleasure to introduce myself as the Headteacher of Oreston Community Academy. I was appointed to this post in January 2019 and I feel very proud to be a part of such a great school. The entire staff team take genuine pride in being a highly positive and fully child-centred school offering really great learning experiences for all children.

Staff and children work very hard to achieve their best and our school has been praised for the exceptional range of opportunities for learning that we provide all our children here at Oreston to enrich our broad and balanced curriculum. We have a strong focus on Pupil Voice enabling all children to feel a valued member of our school community.

I hope this gives you a flavour of Oreston Community Academy but please do ask for any further information if needed. Enjoy your time with us and we hope to see you again soon.

General Information

Security: All visitors must sign in at Reception and be issued with a visitor pass, which must be worn at all times. Kindly return the pass to the Reception on your departure. Please keep your belongings with you at all times.

Mobile Phones: Oreston Community Academy is a mobile phone free zone. On entry to the building when signing in, you will be asked if you have a phone. If you do, you will be asked to turn your phone off and not to use your phone unless you are in the designated staff area.

Toilets: You are only permitted to use toilets designated as staff toilets. Please ask at Reception if you need directions.

Accidents: Signs on the back of each door indicate the names of staff with enhanced First Aid training. The majority of staff have basic First Aid training but advice / a second opinion will generally be sought from an enhanced First Aider. If there is any doubt, the Office will be informed to ring for a Paramedic / Ambulance.

If there is an emergency First Aid Situation in the school, the office must be alerted. There are Red Cards in each room and in Club Registers. These cards alert the office that a member of staff needs to provide support.

Fire and Evacuation:

1. Immediately smash the nearest break glass to sound the alarm.
2. Leave by the nearest fire exit, following the green arrows, taking any visitors with you.
3. Do not delay your exit to collect belongings.
4. Close windows and doors behind you.
5. Go immediately to the assembly area and ensure that you are accounted for (main playground)

All Visitors should meet at the muster point indicated by: Oval 16

Do not re-enter the building until the all-clear is given.

Lockdown: In the event of a lockdown being called, you will be alerted by the sound of whistles or by another member of staff saying 'lockdown'. Follow the rule - Run, Hide, Tell. Stay quiet. Switch phones to silent. Stay hidden until the all clear has been given by a member of SLT.

Safeguarding

As an adult visiting this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

If you are concerned about the conduct of a member of staff following an observation or disclosure, you must report to the Headteacher. In their absence, report to the Deputy Headteacher.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with a member of staff.

Designated Child Protection Officers:

**Mrs Hannah Howarth Mrs Susanne Parker
Mrs Esther Best Mrs Lindsay Houghton**



If a pupil talks to you about (discloses) any form of abuse you should

- React calmly and listen carefully to the child, particularly to what is said spontaneously
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the child in any way so should only ask 'open' questions
- Make it clear you are obliged to pass the information on, but only to those who need to know
- Reassure the child that they have done the right thing
- Tell the Designated Child Protection Officer without delay
- Write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the Designated Child Protection Officer. Cause for Concern forms can be obtained from the main school office.