

SAFEGUARDING

All our procedures meet the DfE's Ofsted school inspection regulations for Safeguarding. This is what we do to keep your children safe. We have:

- A team of staff and Governors who are committed to keeping your children safe.
- Training for all staff on Safeguarding and Child Protection annually.
- A Senior Leadership Team and Governors who are fully accredited in Safer Recruitment practice.
- Stringent site security procedures.
- Controlled access to all external doors.
- CCTV cameras in operation around the school site.
- A Governor with responsibility for Safeguarding (this includes Child Protection): Cllr. Linda Thomas, our Chair of Governors.
- Trained Designated Safeguarding Lead: Mrs Day.
- Trained Designated Prevent Lead: Mrs Day.
- Trained Designated Deputy Safeguarding Lead: Mrs Claire.
- Safeguarding and Wellbeing Officers: Mr Almond and Mrs Lord.
- Single Central Record in place for all staff, governors and volunteers which keeps a record of all necessary checks made to ensure people are safe to work with children.
- A commitment to the Bolton Encompass Protocol, designed to provide early reporting to schools of any domestic abuse incidents that occur outside school but which might have an impact on a child attending school the following day.
- A system of Early Help to provide timely and effective support to children and families.
- A diverse curriculum designed to educate children about all aspects regarding their personal safety, online safety, healthy relationships and choices, and mental health wellbeing.
- Excellent relations with our local police, children's social care and community officers.
- Strong links with external safety and wellbeing agencies - school nursing, health visitors, family workers, Behaviour Support Service, Fort Alice and the NSPCC.
- Strong links to Bolton's Safeguarding in Education Team and Bolton's Integrated Front Door (Children's services).
- Key policies & procedures in place which are available from the school office include:
 - Health & Safety Policy including Risk Assessments for visits.

- Safeguarding & Child Protection Policy.
- Anti-Bullying Policy.
- Single Equality Policy.
- Data Protection and Freedom of Information Policy.
- Inclusion Policy.
- SEND Policy.
- Harassment & Discrimination Policy.
- Supporting Pupils with Health Care Needs Policy, which includes taking prescribed medicine in school.
- Intimate Care Policy.
- Online Safety Policy.
- First Aid Policy.
- Attendance and Punctuality Policy.
- Fire Safety Management Plan.
- Whistleblowing Policy.
- British Values Policy.

Photography

We sometimes take photographs of children to use on displays, in our school newsletter, or for our website. You will be asked to sign a form giving permission for your child to have their photograph taken. If you do not wish your child to be photographed, this can be indicated on the Initial Parental Consent form completed before your child begins school. Your preference can be changed at any point.

Use of the internet

To enhance and enrich the children's learning and to develop their computing skills, pupils have supervised use of the internet, including safe teacher selected email. We operate an internet filtering system maintained by Bolton Schools ICT which restricts access to inappropriate areas. We also have clear rules & guidance for children and staff for responsible internet use.

If you have any concerns or wish to discuss this further, please contact the Head Teacher or view our Online Safety Policy which is posted on the school website.

Concerns and complaints

Concerns and complaints relating to any school matter should first of all be brought to the attention of the class teacher, Assistant Head Teacher, Business Manager, then Deputy Head Teacher or Head Teacher.

The Local Authority and Governors have established a procedure, as required under the Education Reform Act, for dealing with complaints. If any matter cannot be resolved informally, parents/carers may then read the official complaints procedure, which is available from the school office or on the school website. We sincerely hope that all matters of concern can be resolved by the Head Teacher and staff. This has always been the case at Oxford Grove.

P.T.O.



OXFORD GROVE PRIMARY SCHOOL

Shepherd Cross Street,
Bolton BL1 3EJ
Tel: 01204 333380
Email: office@oxford-grove.bolton.sch.uk
www.oxford-grove.bolton.sch.uk
Head Teacher: Miss Harvey

SAFETY INFORMATION

For the safety of your children and everyone at our school:

- **Please** come to the school office if your child is late, or if you are collecting them late at the end of the day.
- **Please** come to the school office if you are attending a class assembly or coming into school to help or to attend a meeting, so that we always know who is in school.
- **Please** inform the class teacher and the office if a different person is bringing your child into school or collecting them at the end of the day. We may ask you to provide a password for security reasons.
- **Please** be willing to remove your veil in order for a female member of staff to identify you when collecting your child.
- **Please** do not bring dogs onto the school grounds.
- **Please** do not smoke anywhere on the school grounds.
- **Please** do not park on the drop-off zone or the yellow lines outside school.
- **Please** drive slowly in the streets around school.
- **Please** help us to teach children to cross the road safely.
- **Please** supervise your child until 8:30am if they are in Reception, year 1 or year 2 at which time they will be supervised by a qualified member of staff from Oxford Grove. Nursery children will be supervised by a qualified member of staff from 8:30am when their session begins.
- **Please** help us teach children the rule that they are not to leave the school playgrounds once they have arrived in school, until the end of the day when they are collected.
- **Please** ensure that your child does not go on the outdoor play equipment after school unless supervised by a qualified member of the Oxford Grove staff.
- **Please** do not allow your child to ride their bike or scooter on the school grounds. Bicycle racks are situated outside the main entrance and can be used to store children's bikes during the day, with bike locks. The school cannot accept responsibility for these bikes if they are damaged, lost or stolen.
- **Please** do not physically or verbally abuse anyone whilst on or around the school grounds.
- **Please** do not allow your child to bring a mobile phone to school.
- **Please** do not post photographs/videos of children other than your own taking part in school events on social media.

If you have any other ideas about how we can keep your children safe, please tell us.



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