



# Safeguarding at Owlsmoor

## Children's booklet

### Who is in charge of safeguarding at Owlsmoor?



**Mrs Sneddon**  
Inclusion Manager  
Designated Safeguarding Lead



**Mr Cope**



**Mrs Warner**



**Mrs Shepherd**



**Mrs Jones**



**Mrs Toal**

**Deputy Designated Safeguarding leads**

### The safeguarding team

Anyone in the school can help if you are worried about something and need to talk to someone. It does not need to be the people shown above.

## **What our school and nursery does...**

- Anybody who works at our school will be checked to make sure that they are safe to work with children (DBS).
- Owlsmoor has Designated Safeguarding Leads, who have had lots of training to identify what to do if they are concerned.
- All staff are trained to look after children.
- Our school has a fob entry system and locks on the external doors and gates.
- Our school teaches us how to keep ourselves safe. Our lessons include healthy eating, anti-bullying, e-safety, road safety and how to report abuse/concerns if we are worried about your safety.

## **What our parents do...**

Parents are the most important people to keep us safe. They should:

- Talk to the school if they need help or support.
- Let the school know if you have a medical condition or are off school with an illness.
- Let the school know if there is any change in your life, such as moving house, new email address or phone number, change of who is the main person to look after you.
- Let the school know who will be dropping you off and picking you up, or of any other changes including non-attendance of a club.

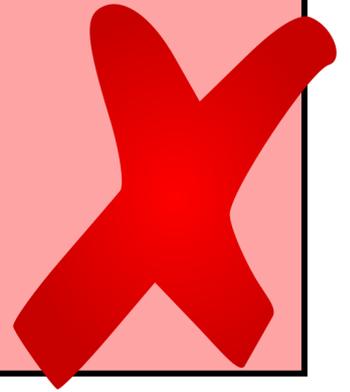
## What should I do if I feel worried?

- Tell an adult I trust straight away.
- Tell an adult anything that worries me.
- Keep all messages or notes.
- Don't keep worries to yourself.
- Try to stay calm.



## What should I not do?

- Do not keep worries to myself.
- Do not get angry or upset.
- Do not delete messages.
- Do not open unknown links on messages or emails.
- Do not be nasty or unkind back.



## What we do / don't do

- We will listen.
- We will ask you open questions.
- We will ask what you want.
- We cannot promise to keep something a secret or not tell anyone, because we need to help you feel safe again.
- We won't make you feel bad or make an opinion about anything you tell us.
- We will make notes so that we can remember what you say if we need to pass on any information.

## Not sure how to tell someone?

- You can put a note in our 'feelings box' or 'Ask It Basket' in the classroom.
- You can put a note under Mrs Sheppard/ Mrs Jones' office door
- You can put a note under Mr Cope, Mrs Sneddon or Mrs Warner's door
- You can pass a note to any adult in the school.

All staff and governors  
will work together to  
make our school a happy  
and  
caring place.



## Who else you can call

You can also call these people if you need help:



Or, just find an adult you trust, in school or out of school.