

Team Member Conduct

If you are concerned about the conduct of a Team Member, please inform the Head of Campus immediately. In their absence, please ask to speak to the Principal or Vice-Principal.

Head of Campus Dawlish: Andy Baker

Acting Head of Campus Yate: Katherine Ingle

Head of Campus Torpoint: Julia McCarthy

Keeping Yourself Safe

Be professional. Be mindful of how you interact with or speak to a Learner; the Learner may interpret it differently. Avoid being on your own, where possible, always ensure that a door is open, and that you are visible to others. It's best not to do anything for a Learner that they can do for themselves.

Always tell someone if a Learner touches you or speaks to you inappropriately. Record or report the incident, with time and date, and pass it on to the Designated Safeguarding Lead or Team Member. If you have concerns about the conduct of a Team Member, it is your responsibility to inform the Head of Campus.

If in doubt.....ask!

Visitor Procedures

All visitors must sign in at the Main Reception where they will be asked for their ID.

All visitors will be issued with a visitors' badge which must always be displayed whilst on site. Visitors will be asked to remain under the supervision of a designated Team Member whilst on site.

Visitors wishing to speak to a particular member of the team should telephone to arrange. If your visit is urgent, please contact the Head of Campus.

Visitors bringing tools and or building equipment should ensure that this is secure and that any missing items are reported immediately.

Visitors should sign out at reception and return their visitor badge before leaving the site.

E-safety

Mobile Phones: to protect our Learners we respectfully ask that you do not have your phone out or use it during your time in the college building.

Photographs: under no circumstances should you take photographs of our Learners whilst at our college. (Unless prior arrangements have been made)



VISITORS SAFEGUARDING GUIDE

Safeguarding Statement

Oakwood Specialist College is committed to safeguarding and promoting the welfare and safety of everyone that works and learns here. We require all Team Members, Volunteers, and Visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting. If you are unclear about anything, please speak to the Team Member supporting you with the visit. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any Learner or about the conduct of any team members, you must report this to the Head of Campus. If you are concerned about the Head of Campus speak to the Operations Director for Education.

A copy of the college's safeguarding policy can be made available on request.

Designated Safeguarding Lead:

Andy Baker (Dawlish Campus)

07741 903286 - abaker@oakwoodcourt.ac.uk

Deputy Safeguarding Leads:

Sam Fox (Vice Principal)

07407 298307 - sfox@oakwoodcourt.ac.uk

Julia McCarthy (Torpoint Campus)

07896 496285 - jmccarthy@oakwoodcourt.ac.uk

Katherine Ingle (Yate Campus)

0330 135 8172 - kingle@oakwoodcourt.ac.uk

Safeguarding Governance:

Wanda Green (Lead Quality Manager)

07872 601205 - wgreen@plcl.org.uk

Fire Procedure

On arrival, please make yourself aware of the nearest fire exit from where you are based. In the event of a fire alarm, please use the nearest fire exit and make yourself known to a Team Member.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a first aider. A Team Member will inform you of where to access the first aid. All accidents are recorded.

Should you require a comfort break during your visit, a Team Member will be happy to direct you to our facilities.

Learner Behaviour

During your visit you might observe a Learner struggling to manage their behaviour. We would like to reassure you that the team have been trained to manage these situations, keeping the Learners, themselves, and others safe. You can help by moving yourself away if appropriate. Please be aware that a Team Member may ask you to leave the room or the setting, until the situation has calmed.

What do I do if I am worried about a Learner?

If you are concerned about something a Learner says, marks or bruising on a Learner, or changes to a Learner's behaviour or demeanor, you must inform the Designated Safeguarding Lead. If you feel that a Learner may be at risk of harm but are not sure, then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

Abuse can happen to a Learner regardless of gender, culture, religion, social background, and those with or without a disability. A copy of the college's Safeguarding Policy is available on request. Sometimes a Learner may disclose information to you. If this happens then the following actions must take place.

What do I do if a Learner makes a disclosure?

React calmly. Listen carefully. Do not promise confidentiality. Explain to the Learner that you may need to pass on the information if you are worried about their safety. Please report any disclosures to the Designated Safeguarding Lead immediately.