



**OASIS ACADEMY**  
**Isle of Sheppey**

**Keeping Children Safe**

**Vital information for  
visitors and volunteers to OAIOS**

## **Safeguarding is everybody's responsibility.**

We all have a **statutory duty** and responsibility to safeguard and promote the welfare of all children at Oasis Academy Isle of Sheppey.

This means:

- ◆ Protecting children from maltreatment
- ◆ Preventing the impairment of children's health or development
- ◆ Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- ◆ Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**If you are concerned about the welfare of a child or young person, please do**

- ◆ **Inform a member of the Safeguarding Team**
- ◆ **Do not wait to see what happens.**
- ◆ **Remember, do not promise to keep a secret.**



## **PROCEDURES TO BE FOLLOWED IN THE EVENT OF A DISCLOSURE**

1. Stay calm and reassuring
2. Explain that you can not keep the disclosure a secret and DO NOT promise any specific outcomes
3. Tell the child that you will need to get someone else to help (Safeguarding Team)
4. Listen to, and believe what the child tells you. Do not press them for details it is better that the child does not have to repeat details unnecessarily. Do not ask leading questions
5. Record all the facts as they are told to you in the words the child uses
6. Inform a member of the Safeguarding team

### **THE SAFEGUARDING TEAM:**

#### **Tina Lee Designated Safeguarding Lead**

Email: [Tina.lee@oasisleofsheppey.org](mailto:Tina.lee@oasisleofsheppey.org)

Ext. 1058



#### **Emma Lawson Designated Deputy Safeguarding Lead**

Email: [Emma.lawson@oasisleofsheppey.org](mailto:Emma.lawson@oasisleofsheppey.org)

Ext. 1071 or 1022



# Fire Procedure—West Site

## In the Event of a Fire/Evacuation Alarm Sounding - West Site

- 1) Exit the front doors of the building and turn left out of Brabazon and Sheerness, and straight on from the Admin/Refectory/Sports Hall and Theatre.
- 2) Head towards the designated muster point opposite Reception. The Admin team will account for you against your signature in the Visitors' book.
- 3) No one may return to the buildings until the school has been pronounced "Safe to Return" and the instruction has been given for re-entry.

Even if the alarm stops in mid-evacuation no-one is to return to the buildings.

- 4) Please Note: it must always be assumed that when an alarm sounds, a fire is real.
- 5) The Fire Alarm sounders will be tested at 8.00 am every Friday morning. You do not need to leave the buildings. If you hear it at any other time – evacuate as described

# Fire Procedure—East Campus

## In the Event of a Fire/Evacuation Alarm Sounding - East Site

- 1) All visitors will go to the front doors of the respective buildings and turn left out of Shurland, Abbey, Harty and Construction, and straight ahead from the Sports Hall.
- 2) Make your way towards the designated form-up point opposite Reception.
- 3) The Admin Team will account for you against your signature in the Visitors' Book
- 4) No one may return to the buildings until the school has been pronounced "Safe to Return" and the instruction has been given for re-entry.

Even if the alarm stops in mid-evacuation no-one is to return to the buildings.

- 5) Please Note: it must always be assumed that when an alarm sounds, a fire is real.
- 6) The Fire Alarm sounders will be tested at 8.00 am every Friday morning. You do not need to leave the buildings. If you hear it at any other time – evacuate as described above.