

## Expected Standards of Behaviour

Oakwood Primary Academy encourages close links with parents and the local community. We believe that students benefit when the relationship between home and school is a positive one.

Oakwood Primary Academy expects and requires its staff to behave professionally and we expect parents/carers and other visitors to behave in a reasonable way towards its staff. Types of behaviour that are considered serious and unacceptable and will not be tolerated, are listed below,

This is not an exhaustive list but seeks to provide illustrations of such behaviour

- Excessive noise
- Threatening or abusive behaviour, including: shouting at staff, either in person or over the telephone
- Physically intimidating a member of staff, e.g., standing very close to him/her
- Shaking or holding a fist towards another person
- Swearing at a member of staff
- Hitting e.g. slapping punching and kicking

- Offensive gestures or behaviour
- Spitting
- Racist or sexist remarks
- Wilful damage to Oakwood Primary Academy property
- Breaking Oakwood Primary Academy security procedures
- Theft
- Violence

**Unacceptable behaviour will not be tolerated and may result in the Police being informed.**

Thank you for reading this important information and for your help and co-operation in keeping Oakwood Primary Academy safe for learning

We hope you enjoyed your visit to Oakwood Primary Academy.

**Oakwood Primary Academy**  
Magnolia Walk, Eastbourne  
East Sussex, BN220SS  
Tel: 01323 501251



## Visitor Information & Safeguarding Procedures

### Guidance for Adults Visiting or Working on Our Academy Sites

Oakwood Primary Academy is committed to the protection and safety of its staff and students

## Safeguarding Children and Young People

The local Academy Board assures all visitors a warm, friendly and professional welcome to Oakwood Primary Academy, whatever the purpose of their visit.

Oakwood Primary Academy has a legal duty of care to the health, safety, security and wellbeing of all students and staff. The duty of care incorporates the duty to 'safeguard' all students from subjection to any form of harm, abuse or nuisance.

You have a personal responsibility to comply with Oakwood Primary Academy's safety policies in order to ensure your personal safety and that of others. These will be made available for your inspection on request.

There can be no complacency where child protection and safeguarding procedures are concerned.

Please follow this guidance and help us to keep Oakwood Primary Academy safe for learning.

## Visitor Arrival Information

On arrival please ensure that you sign in at Reception and collect a visitors badge. It is imperative that you wear the badge at all times during your visit to Oakwood Primary Academy and it is visible. Please ensure that you sign out when exiting the building.

Vehicles are parked on the Oakwood Primary Academy site at your own risk.

Please take care of your valuables. Oakwood Primary Academy cannot be held responsible for any personal effects.

Oakwood Primary Academy operates a No Smoking Policy.

We expect that appropriate behaviour/language should be maintained at all times on Oakwood Primary Academy premises.

**We have a responsibility to protect our staff and children from violence and will not tolerate any form of violence at any time.**

## Child Protection

Mrs F O'Reilly is the designated Safe-guarding Lead for Child Protection. The deputies are Mrs K Wood, Mrs J Foyle and Mr J Paramor.

Should you hear or see something that gives you cause for concern regarding the safety of a child, please report this to a member of staff immediately. The Local Academy Board Member responsible for Child Protection is Carol Steele who can be contacted via the office.

## Health & Safety

We welcome visitors raising concern relating to safety. In the event of an alarm sounding that indicates an emergency evacuation, please immediately leave the building by the first available door and muster in the car park in front of the main reception building. A member of staff will note your presence and advise you when it is safe to return to the building.

Please report any health and safety concerns to Mrs D Whitmore and Mrs J Foyle.

## First Aid

For First Aid facilities, please contact Reception.