



Welcome to Olney Infant Academy

This leaflet contains important information for you as a visitor, student or supply teacher to our school. We ask you to read it carefully.

If you have any problems or questions during your time at Olney Infants, please ask any member of staff who will be happy to help you.

Head teacher: Sarah Armitage

Designated safeguarding Team:

Designated Safeguarding Lead: Steph Hartwell

Deputy Safeguarding Lead: Laura Circuit

Designated Safeguarding Officer: Sarah Armitage

Designated Safeguarding Officer: Charlotte Duncombe

We hope you will find the following information useful whilst at our school

- The wellbeing and safety of the children at Olney Infant Academy is our priority. We ask that this is also your priority whilst you are here. At OIA, we always act in the best interest of the child.
- Please remember that all information concerning the children is confidential.
- All staff follow the School Behaviour Policy and we have high expectations of behaviour for all of our children.
- If you feel that a child is behaving in an inappropriate manner, please inform a member of staff.
- We encourage the children to be independent and try for themselves before asking for assistance.
- If a child is feeling unwell or has injured themselves, please inform a member of staff.

Safeguarding (Child Protection)

If you have any concerns (no matter how “small” they may seem) about the welfare of a child, please speak directly to a member of our Designated Safeguarding Team. Visitors are not permitted to take photos during visits.



Steph Hartwell



Laura Circuitt



Lottie Duncombe



Sarah Armitage

Signing In and Out

Any adult, who is not a member of staff, must sign in at the main Reception and photo ID will be taken. You are expected to wear the school visitor’s pass and your organisation’s identification badge at all times (if applicable). Please ensure you sign out at the end of your visit, returning the visitors pass.

Evacuation Procedures

If you hear the emergency alarm, exit the school via the nearest Fire Exit (please take the time to locate these within School or ask where they are). The assembly point is the main playground. If you are covering a class, please ensure you know how many children you are responsible for. There is a fire register in each class.

If you discover a fire, please activate the alarm by breaking the glass of one of the red call points. These are situated throughout areas of the school. Please see our Fire Safety Officer: Andrew McGinn, if you have any questions. Please advise the school should you require any assistance in the event of fire.

First Aid

Most members of staff have been First Aid trained. In the event of an accident, please contact a member of staff. All accidents must be reported and will be recorded accordingly.

Please note that whilst on the school site, use of a mobile phones is prohibited.

Smoking is not permitted anywhere on the school site or within view of the school.

If you have any further questions, please do not hesitate to ask.