

INFORMATION



All visitors must report to Reception on arrival and sign in, where they will be issued with the relevant coloured badge, which should be worn and visible at all times.



On hearing the alarm, exit by the nearest fire exit and make your way out of the building to the playground (fire assembly point). If you are responsible for students make sure you leave the building with all your students.



For all first aid requirements please contact Reception. Give the extent of the injury and the location of the person or persons. We have trained first-aiders on site and one will be sent to the scene. All accidents or near misses must be reported. An accident form can be found at Reception.



Before using the internet, or school network you will be asked to read and agree to an acceptable use agreement which is designed to ensure all adults working in school are aware of their individual responsibilities. The terms of this agreement should be followed at all times.



The use of mobile phones is prohibited, whilst students are on site.



Photographing or recording using any type of mobile device without prior permission is strictly prohibited.



If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the staff at reception, at the same time as signing in.



Please note these premises are under CCTV surveillance.



Please keep briefcases, laptops and bags etc., with you at all times whilst in the building. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their cars. However, if this is unavoidable then please lock valuables out of sight in the boot.



We do not tolerate racist and aggressive behaviour. All incidents will be recorded and dealt with by the Head Teacher.

SAFEGUARDING

Queensbury school is committed to the highest standards in protecting and Safeguarding the children entrusted to our care.

Our school/service will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Queensbury school, in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

Nisar Khan (Lead DSL) 0121 373 5731 ext 252 or alternatively you can speak to any of the other DSL's within the school.

Everyone working with our children, their parents, and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Person (DSP) immediately
- If the DSP is not available, the Head or the Deputy DSP should be contacted
- Disclosures of abuse or harm from children may be made at any time.

If anything worries you or concerns you, report it straight away.



Welcome to



VISITOR'S INFORMATION LEAFLET

Queensbury School
Wood End
Road, Erdington, Birmingham, B24 8BL.
Telephone: 0121 373 5731



Email:

enquiry@queensbury.bham.sch.uk

Website:

<https://www.queensburysch.com>

Facebook:

<https://www.facebook.com/queensburysch/>

Twitter: [queensburysch](https://twitter.com/queensburysch)

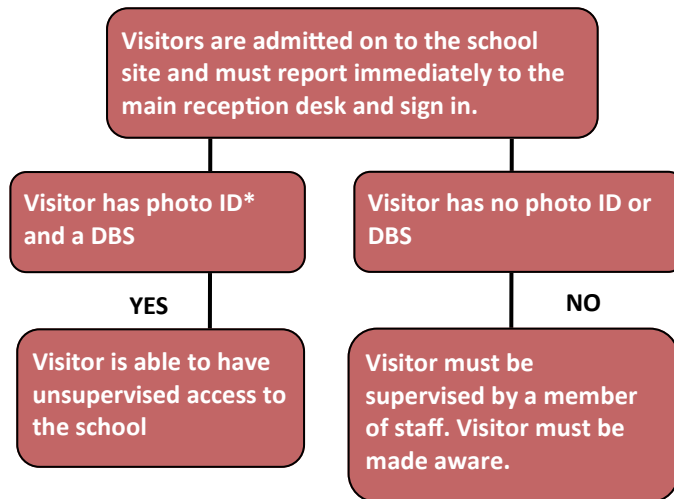


This information booklet is designed to help you understand the measures in place to protect our students and your health, safety and security whilst visiting our premises.

INFORMATION

Arrival on Site

The reception is located in the main entrance. On arrival you will be asked to sign in and provide identification. When departing from the premises you will need to check out and return your Visitor's Badge. You will be required to wear your visitors badge at all times.



*Valid photo ID badge (Driving Licence or passport/ NHS/BCC ID Badge)

If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

Entry and Exit from the school

All visitors must use the school's main entrance on Wood End Road during the school day

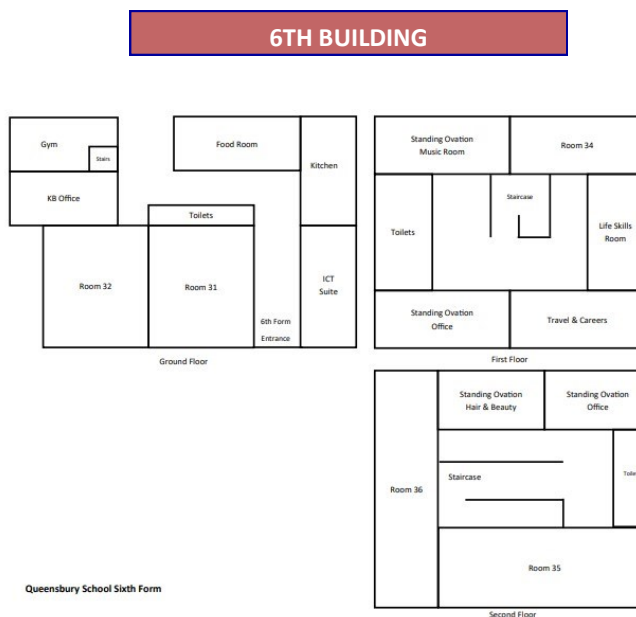
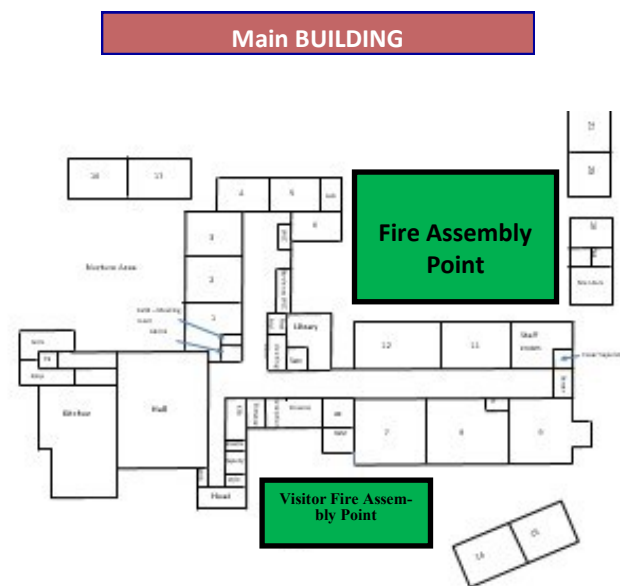
- All visitors must report to the main reception upon entering school premises
- Pupils are admitted to the site from 8.15 to 8.40 in the morning. School finish times change according to days of the week and are as follows:

Monday—Friday 3.05pm

The gate is staffed at these times.

FIRE SAFETY FOR VISITORS

Fire alarm test is only on Fridays at 4pm, please treat any other occurrence as an emergency



Introduction

Everyone in the building has responsibility for keeping themselves safe and doing nothing that would harm the safety of others. All occupants of the building are expected to make sure the area(s) they occupy are kept neat and tidy, that no naked flames are used without adequate risk assessment and authorisation and that potential sources of ignition and fuel for a fire are kept in mind when using/working in the buildings.

In the event of an alarm

When the alarm sounds staff, visitors and students must evacuate immediately.

The Assembly area is to be in the play ground.

Site Safety

- Risk Assessments carried out regularly and communicated to pupils and staff
- There is a designated Health and Safety Governor
- There is an accident file with evidence of action taken and impact of action
- All members of staff are required to wear ID badges at all times
- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately
- Windows should not be blocked or covered or opened more than 10 cm

We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions. Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.