

CONTACTS

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)



KEY STAFF

Executive Head Teacher – Chris Wilson

Head of School and KS4/Data Protection Officer–
Sherree Watkins-McGill

Associate Head of School KS3– Adam Kearns

Associate Head of School KS5 – Bushra Adnan

Designated Safeguarding Lead/Lead for Mental
Health/SPOC– Nisar Khan

Lead for E-Safety– Omar Mulla

Governors -

Chair - David Bishop

Safeguarding Lead– Kay Childs

WELCOME TO QUEENSBURY SCHOOL



STAFF INFORMATION BOOKLET

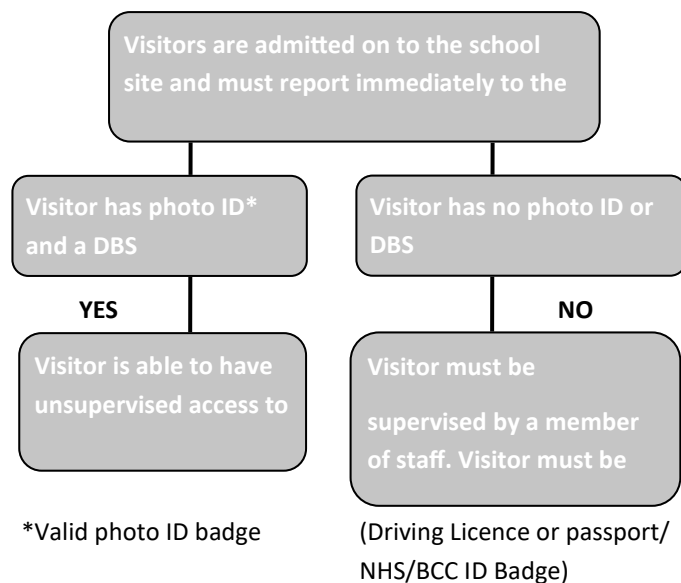


This information booklet is designed to help you understand the measures in place to safeguard students and to protect your health, safety and security whilst visiting our premises.

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.



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 8.15am to 8.40am in the morning.

School finish times are as follows: Monday—Friday 3.05pm

The gate is staffed at these times.

You can find further information in our Safeguarding and Child protection policy, online or by requesting a copy.

Allegations against a member of staff

Any concerns about a member's of staff conduct should be reported to: Chris Wilson – Executive Head Teacher

If the concern is about the Executive Head Teacher, it should be reported to the Chair of Governors: David Bishop (d.bishop@queensburysch.bham.sch.uk)

You can find the full Safeguarding, E-Safety and other statutory policies on our school website at:

<https://www.queensburysch.com>

STAFF CONDUCT

Staff are required to work in a professional way with children. Our Code of Conduct makes all staff aware of the procedures and protocols that must be adhered to (You may access our Staff Code of Conduct policy on our website and/or receive a paper copy upon request). All Staff and Visitors are expected to:

- Treat everyone with respect
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation.
- Dress appropriately ensuring their clothing is not likely to be viewed as offensive or revealing.
- Ensure they are visible by a member of staff if they are with children.
- Never share personal information with a student. If a student tries to share these details with visitors or staff, inform the class teacher as soon as possible.
- Do not leave equipment unattended.
- Familiarise themselves with the personal profiles and needs of students they are supporting and working with.
- Keep information confidential.

You can find further information in our Code of Conduct policy, online or by requesting a copy.

SAFEGUARDING

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

Our school 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.

This should be followed up by completing a written report using a note of concern form- these can be found in the staff room.



FIRE SAFETY FOR VISITORS

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.

Assembly Area

The Assembly area is to be in the play ground.

In the event of an alarm

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

Everyone is to use the nearest available exit. The one way system is suspended during an evacuation to enable the nearest exits to be used.

Visitors & Contractors assemble in the area in front of the students.

Site Safety

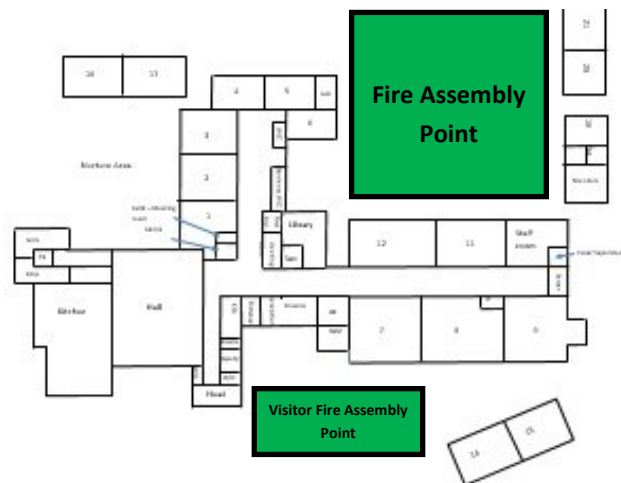
- Risk Assessments carried out regularly and communicated to pupils and staff
- There is a designated Health and Safety Governor
- There is an accident file with evidence of action taken and impact of action
- All members of staff are required to wear ID badges at all times
- All members of staff are 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.

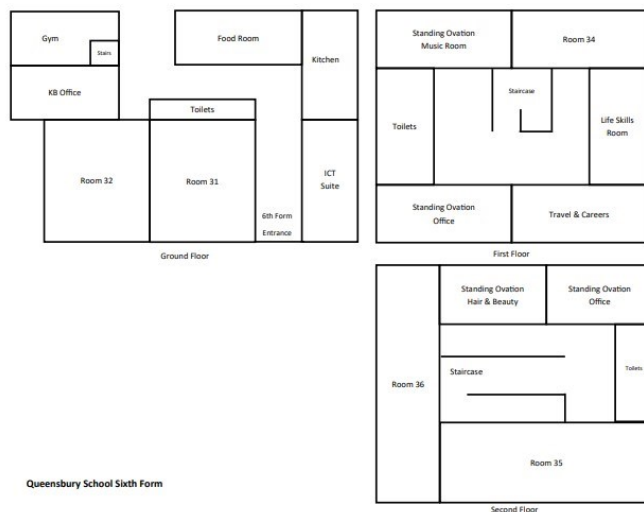
Should you have an concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.

FIRE SAFETY FOR VISITORS

Main BUILDING



6TH BUILDING



Queensbury School Sixth Form

INFORMATION



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.