



This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

**For more information about our safeguarding procedures, please look on the safeguarding page of our website;**

[www.boldmere.bham.sch.uk](http://www.boldmere.bham.sch.uk)

## Contacts



Carl Glasgow  
Executive Headteacher  
Designated Safeguarding Lead



Samantha Kenny  
Head of School  
Designated Safeguarding Lead



Katie Mason  
Assistant Headteacher  
Deputy Designated Lead  
(Maternity leave Oct 21)



Becky Jones  
SENDco  
Deputy Designated Lead



Jennifer Beesley  
Assessment Lead  
Deputy Designated Lead  
(Acting Assistant Head Teacher Oct 21)

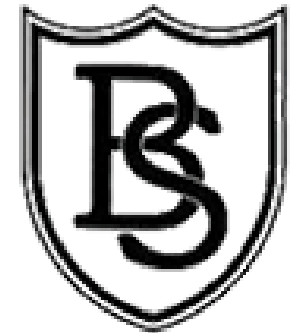
**Governor with Safeguarding Responsibility;**  
Mrs Christine Engers

+Boldmere Infant & Nursery School  
Cofield Road  
Boldmere  
Sutton Coldfield  
B73 5SD  
Tel 0121 4642338  
Email enquiries@boldmere.bham.sch.uk

## Boldmere Infant School

### Health, Safety & Safeguarding Advice for Visitors

Boldmere Infant school is committed to safeguarding and promoting the welfare of the children entrusted in our care. We expect all staff, volunteers and visitors to share this commitment.



The Federation of Boldmere Schools empowers all children to embrace learning; achieve their personal best; and build their social, emotional and physical wellbeing.



**Federation of Boldmere Schools**

## Visitor arrival

On arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff present (for example agency workers) you will be asked to provide a DBS and a letter from your employing organisation to say all the necessary safeguarding checks are in place. Please do not be offended, this is in the interest of protecting our children.

You will also be asked to wear a visitor's lanyard at all times whilst in school. Please sign out and hand back lanyard at the end of your visit.

## In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point on the school field. If you are working at the front of the school please evacuate to the grass area next to the Nursery playground.

Please exit by the nearest doors as directed by a member of school staff.

## Mobile Phones in School

We have a no phone policy in the school, however phones may be used in the staffroom or office area. Please ensure that your phone is on silent at all times. Taking photographs is not permitted unless prior permission has been sought. Please use a school iPad.

## Keeping Everyone Safe

We hope that you have an enjoyable visit to Boldmere Infant and Nursery School. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a child, we must have confirmation that all the necessary safeguarding checks have been carried out, including the Enhanced DBS disclosure.
- When working with a child make sure that you are visible to others.
- You must not have any physical contact with any child.
- You must never exchange personal contact details with a child.

If, whilst working with a child, you become concerned for any reason e.g.:

- Comment made by a child
  - Marks or bruises
  - Changes in behavior and demeanour
- Please report your concerns to one of the designated leads. The office staff will help you in finding them. Please refer to the back of this leaflet for names and photographs.

**Everyone** working with our children should be aware that their role is to:

**Listen** and note carefully any observations which could indicate abuse. Do not investigate initial concern.

**Refer** to Designated Safeguarding Lead (DSL) immediately. Refer to Deputy DSL if the DSL is not available.

**Remember** disclosures of abuse can be made at any time. Remember all disclosures are confidential.

## Allegations

**What should I do if the allegation is against a member of staff?**

You should report the allegation to the Head of School.

**What should I do if the allegation is about the Head of School or Executive Head teacher?**

Alert the Deputy Safeguarding Lead who will signpost you to the Chair of Governors.

## General Information

### First Aid

Please ask at the school office if you need assistance.

### Accidents and Incidents

Please report these to school office.

### Access to the Internet

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask at the school office for a copy of this policy.

### Visitors' Toilets

Located by the staffroom situated next to main hall.

### Parking and Disabled Access

Limited parking is available in our car park, but spaces can be reserved if necessary.

### Smoking

Smoking is not permitted anywhere on the school site including in the school grounds. This includes e-cigarettes.

### Photographs

Photographs should not be taken anywhere on the school site without the explicit permission of the Executive Head teacher. Head of School.