

## **Welcome to the Federation of Boldmere Schools**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.**

**VISITORS PLEASE HAVE YOUR PHOTO ID READY TO SHOW TO OFFICE STAFF UPON ARRIVAL.**

**Health and Safety:** Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

**Classrooms:** Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

**Emergency:** If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

**Accidents:** Any illness, injury or accident must be reported to the school office.

**Smoking:** It is against the law to smoke on school premises.

**Property or Vehicle:** The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

**Safeguarding Children:** If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the school office as quickly as possible.

**The Federation of Boldmere Schools**

**Tackling Extremism in Schools**

**If you have a concern, please speak to the Designated Safeguarding Leads (DSL's)**

**DSL's - Carl Glasgow, Sam Kenny (Infant School), Nicky Silverwood (Junior School)**

**Deputy DSL's – Jane Caley and Katie Mason (Infant School); Karen Welch, Jonathan Roberts and Emma Mutch (Junior School)**

**or to**

**John Needham on 0121 303 2291/17825 378114**

**or to**

**The Counter-Terrorism Unit**

**0800 789321**

## **Child Protection Policy Key Points:**

**Information about children needs to be kept confidential within the staff at the**

**Federation of Boldmere Schools.**

**Visitors must not take photos of the children without prior permission of a senior**

**member of staff (see parental consent list in office).**

**(Sam Kenny – Infant School; Nicky – Junior School)**

**Ensure you are not alone with any one child at any time.**

**Physical contact during class activity should be restricted to what is appropriate  
and visible to others.**