

YOUR RESPONSIBILITIES

All those that come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact which could lead to any reasonable person to question your motivation and intention. At Woodcock Hill Primary School we all have a duty to safeguard and promote the welfare of children.

CONDUCT

All staff, volunteers and visitors are required to work in a professional way with children. All persons should be aware of the following do's, don'ts and dangers of:

- Working alone with a child (e.g. door should be open with a clear view into the room).
- Cultural and gender stereotyping.
- Dealing with sensitive information.
- Giving to and receiving gifts from children and parents.
- Contacting children through private phone, text, e-mail or social networking sites and Apps.
- Disclosing personal details inappropriately.
- Meeting pupils outside of school hours or school duties.
- Do treat everyone with respect.
- Do provide an example you wish others to follow – be a role model.
- Do not photograph children.
- Do turn off mobile devices on arrival.
- Do not permit abusive activities e.g. bullying, ridiculing. Report such observations to our DSL or one of our DDSLs.
- Do not make physical contact with children or make inappropriate comments to children.



CONFIDENTIALITY

Members of staff, governors and visiting professionals have access to confidential information about pupils in order to carry out their role. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or his/her family must never be disclosed to anyone other than on a strictly need to know basis.

OUR SCHOOL VALUES

We are respectful, ambitious, creative, inclusive, independent and we persevere.

THANK YOU

Thank you for taking the time to read this information. We hope that you have an enjoyable and educational visit to Woodcock Hill Primary School.

If you have any further questions, please ask a member of staff to help you.



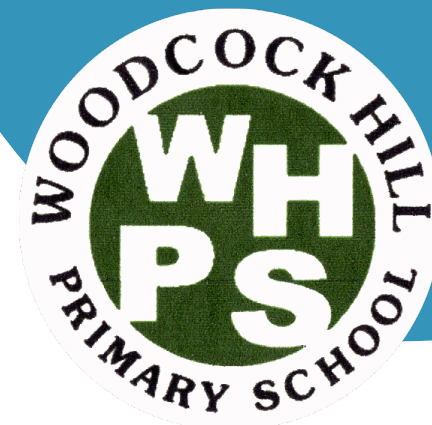
WOODCOCK HILL PRIMARY SCHOOL

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SAFEGUARDING

INFORMATION FOR VISITORS

VISITOR INFORMATION

Our aim at Woodcock Hill Primary School is to provide a safe and secure environment for all pupils, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of our pupils and we hope that this leaflet will provide you with some useful information when working at or visiting our school.

Visitors must report to the main office on arrival. Visitors will be asked to sign in on our digital entry system - they will be given a copy of this leaflet.

Visitor has a photo ID* or DBS.

Visitor has no photo ID* or DBS.

Visitor is able to have unsupervised access to school.

Visitor must be supervised by a member of staff at all times.

*Valid ID = Driving License or Passport, nhs photo ID card / Work photo ID card.

When leaving the school building/site visitors must sign out using our digital entry system.

Vehicles parked on the school site are parked at the owner's risk.

Please take care of your valuables. Woodcock Hill Primary School cannot be held responsible for the loss of any personal effects.

This is a **NO SMOKING/NO VAPING** site – this includes the school grounds and buildings.

THE USE OF DIGITAL DEVICES

The use of digital devices such as mobile telephones is **strictly prohibited** when working with children or in the vicinity of children. Should you need to use your mobile device you may do so in the staffroom or in the school office.

SITE SAFETY

The staff, pupils and school governors are aware of the need to feel safe and secure in their school.

We also like to ensure that our visitors feel safe too:

- Risk assessments are carried out regularly
- All members of staff are required to report concerns of health and safety to the site manager immediately.
- If you have an accident at Woodcock Hill, there is an accident form to complete; any accidents are reported to the Local Authority.
- All visitors are required to wear a visitor badge **at all times**.

FIRE SAFETY

- In the event of a fire or an emergency evacuation, please follow the fire procedures which are displayed around the school. The evacuation assembly points are located on the Infant and Junior playgrounds.
- DO NOT re-enter the building unless you are instructed to do so by a Fire Marshall.

ACCIDENT OR ILLNESS

If you require first aid during your visit to Woodcock Hill Primary School please inform a member of staff – all staff are basic first aid trained.

CONDUCT TOWARDS STAFF

Our staff have the right to feel safe and respected in their school.

- Violence, verbal abuse, threatening behaviour or assault towards a member of staff will not be tolerated
- Birmingham City Council and/or West Midlands Police may pursue action if a member of staff feels threatened or they are assaulted.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

If you are concerned about the well-being or safety of a child or you become concerned about:

- comments made by a child
- marks or bruising on a child
- changes in a child's behaviour

Then please speak to the class teacher, our Designated Safeguarding Lead (DSL) or one of our Deputy Designated Safeguarding Leads (DDSLs):



Mrs Nash
DSL



Mrs Hall
DDSL



Mr Higgins
DDSL



Mrs Mitchell
DDSL

Our Safeguarding Governor is Mrs G. Simm.

For incidents outside of school, you can contact **Birmingham Children's Services** directly on **0121 303 1888**.

The Prevent Strategy means that we have a duty to protect children from extremist and violent views. If you have any concerns of this nature you must report it to our DSL or one of our DDSLs.

ALLEGATIONS AGAINST A MEMBER OF STAFF OR VOLUNTEER

If you have any concerns about a member of staff, volunteer or visitor you should speak to Mr Higgins (Head Teacher), Miss Saunders or Mrs Nash (Assistant Head Teachers). They will follow the procedures, as laid out in our safeguarding policy which is available on our school website:

www.woodcockhillprimaryschool.co.uk/policies/