

Visitors Pack

Please ensure that you familiarise yourself with the contents of this pack as you will be asked to sign safeguarding declarations for our records



Contents

3. Introduction
4. Contacts within the School
5. Access and Security during the School Day
6. Child Protection Procedure and DSL's
7. Health and Safety Policy
8. Site Map
9. Fire Evacuation Procedures
10. Visitors Policy
11. School Guidelines to Follow
12. Acceptable Use Policy for Community Users
13. What we ask for and expect
14. First-Aiders

Introduction

First of all, we would like to welcome you to our school. We hope your time with us will be a pleasant one.

This pack has been drawn up with the intention of familiarising you with some of the schools policies and procedures, the physical layout of our school and the names of important contacts who can assist you whilst you are working on our site. It also explains what we expect from you as a visitor.

We would like you to read this booklet and sign to say that you agree to its contents.

Thank you in advance for your cooperation

Contacts within the School

Name	Position	Extension	Other Info
Sajid Gulzar	PACT CEO & Executive Headteacher	1011	DSL
Ashley Knibbs	Acting Head of School / Cover C. Kamran	1009	DSL
Stephanie Tisdale	Deputy Headteacher / Cover A. Webster	1010	DSL
A. Hazeldine	AHT: DSL for Rec & Year 1		DSL
S. Johnson	AHT: DSL for Year 2 & 3		DSL
C. Kamran	AHT: DSL for Year 4 & 5		DSL
A. Webster	AHT: DSL for Year 6		DSL
Lesley Evans	Pastoral Manager – Cover A. Hazeldine	1004	DSL
Tracey Taylor	HLTA Inclusion – Cover S. Johnson		DSL
Raz Bi	Additional DSL Cover – AHT		DSL
Sue Heath	Additional DSL Cover – Snr. Office Manager	1003	DSL
Chris Jay	Additional DSL Cover – Director of Sport		DSL
Kay Magee	Additional DSL Cover – Trust Pastoral Leader	1004	DSL
Pam Khan	Admin. Team – Snr. Sec. / CP Administrator	1002	DSL
S. Malik / H. Langston	Admin. Team – Receptionist	1000 / 1001	
Elizabeth Husselbee	PA to CEO / Executive Headteacher	1012	
Gwynn Huxley	ICT Team – Snr. Technician	1032	
Sharon Mitchell	Pastoral Team – Attendance Clerk	1005	

School Telephone No.	0121 647 1708
School Address	Highfield School – Saltley, Birmingham B8 3QF
School Email	enquiry@hifield.bham.sch.uk
PACT Website	http://www.pact.bham.sch.uk
Follow us on twitter	http://twitter.com/thePA_CT

If you require any other contact information for anyone else within the school, please contact a member of the Administration Team.

Access and Security During the School Day

- All visitors must access the school via the main reception entrance on Highfield Road. Upon arrival you will need to log/sign in with the Receptionist.
- All visitors must wear the lanyard, given to them when signing in, at all times. This must be returned to reception on leaving the school, when you will also be required to log/sign out.
- On the lanyards there will be some of the schools safeguarding procedures, also detailed in this booklet. Please ensure you familiarise yourself with these. Larger copies are also available from the main entrance.
- Please be aware that under no circumstances must you allow any other visitors into the school. Advise them to go to the main school office where they will be signed in.

Safeguarding of Students

- Only visitors that have produced an up to date DBS check and had its number recorded by the Receptionist are able to work in the school unaccompanied during the school day in an agreed working area. The school office will also need to see photo ID on your arrival.
- All visitors that are unable to produce a valid DBS will need to be accompanied at all times by a member of staff during the school day.

Schools Policies and Procedures

(Also on the lanyards handed to you in school)

Highfield School Child Protection Procedures

Disclosure Made



Complete Paperwork



NO MORE THAN 10 Minutes



Give to the designated DSL

S. Gulzar

Designated DSL's: A. Hazeldine / S. Johnson / C. Kamran / A. Webster

Cover DSL's: L. Evans T. Taylor A. Knibbs S. Tisdale

If you are unable to find any of the above, please give to additional cover DSL's:
R. Bi / C. Jay / K. Magee / S. Heath – please arrange in advance, e-mail staff to notify

Mr S. Gulzar	-	PACT CEO / Executive Headteacher
Mr A. Knibbs	-	Acting Head of School
Mrs S. Davies	-	Deputy Headteacher
Miss R. Bi	-	Assistant Headteacher – Add. Cover
Mrs A. Hazeldine	-	Assistant Headteacher – Reception & Year 1
Miss S. Johnson	-	Assistant Headteacher – Year 2 & 3
Mrs C. Kamran	-	Assistant Headteacher – Year 4 & 5
Miss A. Webster	-	Assistant Headteacher – Year 6
Miss L. Evans	-	Pastoral Manager – Cover for A. Hazeldine
Mrs T. Taylor	-	HLTA – Cover for S. Johnson
Miss K. Magee	-	Trust Pastoral Leader – Add. Cover
Mr C. Jay	-	Director of Sport – Add. Cover
Ms S. K. Heath	-	Senior Office Manager – Add. Cover

Health and Safety

- Your safety and well-being during your visit are important to us
- As a visitor you have a legal responsibility to care for your own and others health and safety
- The fire alarm is a continuous ringing. If this should sound, leave the building by the nearest exit
- Visitors are requested not to enter classrooms unless escorted by a member of staff.
- Please note that smoking is not permitted
- If you have any queries about site regulations please ask at the office

Summary of Child Protection Information for Visitors and Volunteers

Highfield 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 Highfield 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

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

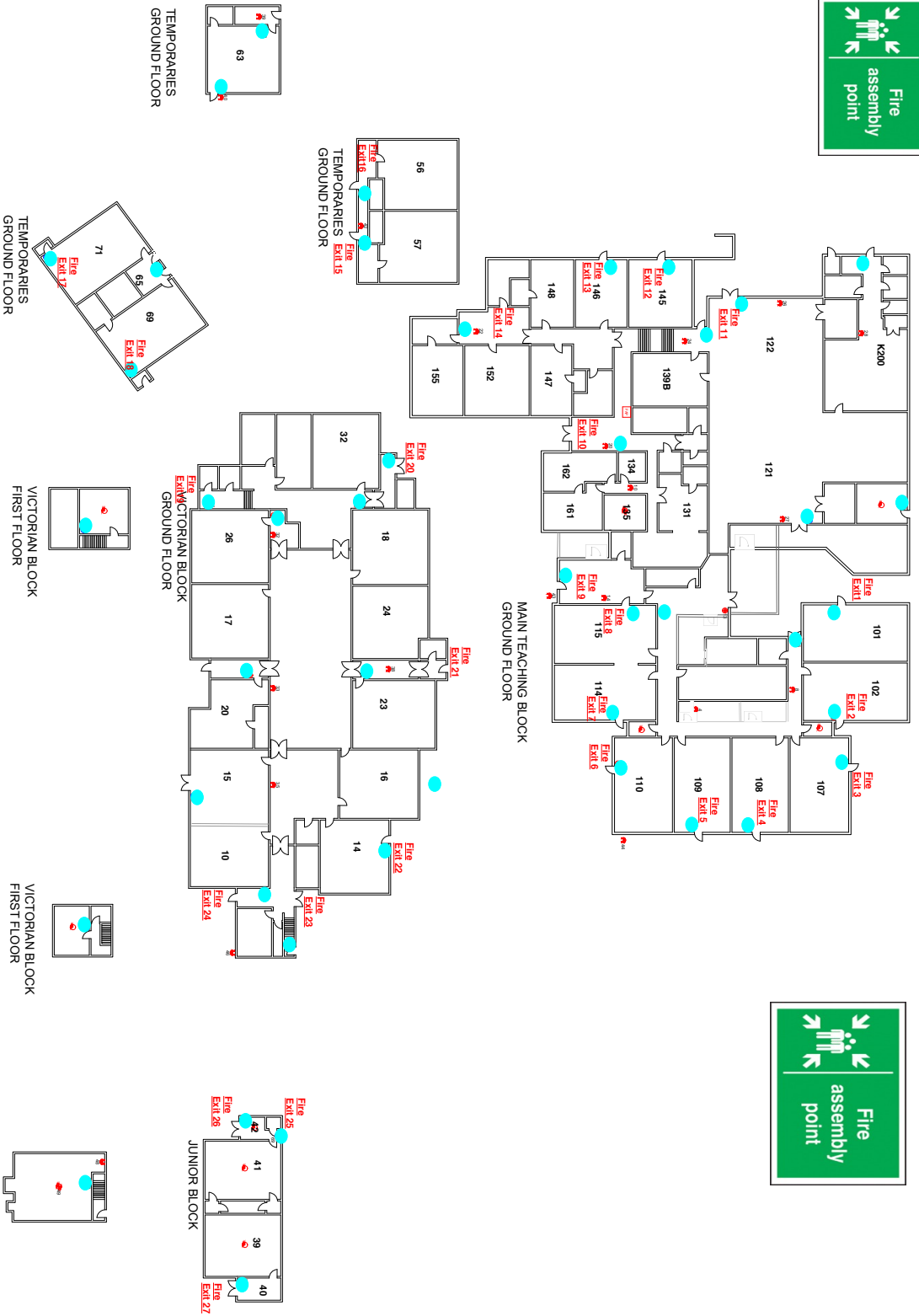
- Their role is to listen and note carefully any observation which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Leader (DSL) immediately
- If the DSP is not available the Head or the Assistant Head DSL should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

If anything worries your concerns you must report it straight away

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.

**DSL Name: Mr. S. Gulzar – Executive Headteacher / CEO
Mr. A. Knibbs – Acting Head of School / Mrs. S. Davies - Deputy Headteacher**

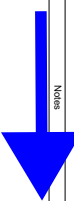
If they are not available please refer to a member of staff detailed on pages 4 & 6



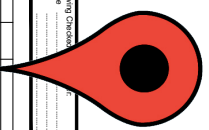
Legend

- CONTROL PANEL WITH SMOKE & HEAT SENSORS
- MANUAL CALL POINT (F11-100)
- SMOKE DETECTOR (F12-100)
- HEAT DETECTOR
- MANUAL CALL POINT (F14-100)
- MANUAL CALL POINT (F15-100)
- MANUAL CALL POINT (F16-100)

Fire Exit number



You are hear



Final Drawing Check
 Drawing Name
 Drawing Number
 Drawing Date

DL	AK	TD	10/11/16 FOR APPROVAL

Client: HIGHFIELD JUNIOR SCHOOL

Project: HIGHFIELD ROAD
 SALTLEY
 BRIMMINGHAM

Drawing Title: FIRE ALARM LAYOUT

BRANCH OFFICE



AST Group
 Handsworth Mill
 Handsworth
 BIRD BURTON
 BIRMINGHAM

Fire & Security

TEL: 0121 262 6000
 FAX: 0121 422 3779

NTS/AM	TD	AK
10/11/2016		

FOR APPROVAL: [Signature] D1



Fire Evacuation Procedures

It is very important to ensure that you have logged on to the schools Inventory system (located in the Main Entrance), as this is used as a fire assembly list.

Identify the location of the fire exit in the area that you are working.

All visitors working with children must liaise with the Teaching Assistant or Year Group Leader for further evacuation procedures.

On hearing the fire alarm please leave the building via the nearest fire exit and make your way to the playground, where you will need to report to the Receptionist. However agency staff must remain with the class they have been assigned to.

In the event of a total site evacuation, plan B must be implemented and all personnel must report to Nansen School (Naseby Road B8 3HG).

Do not return into the building until you have been instructed to do so by the Fire Warden (Member of staff wearing the Orange Jacket)

Please make sure that you log OUT of the Inventory System before you leave the school.

Thank you for your support



VISITORS

Acceptable use of Mobile Phones & Devices

In order to ensure the safety of our children and staff, please follow our simple user guidelines.

Please switch your phone to **SILENT** or **VIBRATE**

DO NOT:

- Use your phone in the presence of a pupil
- Use your phone in public areas of the school
- Take photographs or videos of anyone in the school

DO:

- Be discreet and appropriate
- Make calls if it is appropriate to school business

Please note that the school will not be held responsible for the loss, damage or theft of any mobile phones or personal devices

Thank you for your support

IF IN DOUBT, ASK



School Guidelines to Follow

Medical Needs and Reporting of Accidents/First Aid

There are first aid bags located around school. Each classroom has their own bag which as well as containing first aid supplies should contain any inhalers or epi pens that are needed for children in that class. At Highfield, the epi pens are kept in the classrooms and a spare in the main office. If you are a Supply Teacher please check the register folder for any medical needs for children in the class.

Teaching Assistants are first aid trained and there are posters around school showing who the senior first aiders are in an emergency. The names of the first-aiders are detailed on the back page.

If you witness a child hurt themselves or they report an accident/injury to you will need to complete an accident form and the letter home form. These are found in either the first-aid treatment room, first-aid stations around school or the main office. Please seek advice from the office staff about completing these forms correctly and hand them into the office ASAP as a phone call home may need to be made.

Registration Procedure (Supply Teachers)

The school day starts at 8.55am. All registers should be completed on Eportal. A member of the main office staff will be able to supply you with login information each day that you are with us.

The register should be submitted no later than:

09:15	in the morning
13:00	in the afternoon (KS1)
13:45	in the afternoon (KS2)

You must also complete a head count to double check that you have completed the register correctly. If you think you may have made a mistake please inform the main school office ASAP.

Ordering Lunch

If you would like a school lunch you need to speak to the Receptionist in the main office before 10:00 a.m. We now operate a cashless system and you will need to pay for your meal on line before we can accept your lunch order. To do this, please speak to a member of the administration team for further assistance.

Highfield School

Acceptable Use Policy for Community Users

This policy aims to ensure that community users of school digital technologies will be responsible users and stay safe while using these systems and devices. The policy is intended to protect school systems, devices and users from accidental or deliberate misuse that could put the security of the systems and users at risk.

I understand that:

- I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.
- I understand that my use of school systems and devices and digital communications will be monitored.
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or that may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programs of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices and other technology access.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name: _____

Signature: _____ Date: _____

Highfield School

What We Ask For and Expect

The safety and wellbeing of the children in our school is our main priority. We want them to succeed in life and not only teach them but give them the opportunity to experience new things and different ways of learning.

We may have asked you to come into school as part of a WOW experience for the children. If this is the case we would like you to send any materials that you may use in the presentation or at the very least speak to the member of staff about what your experience will involve.

As a visitor you must:

- Abide by the schools equality commitments
- Not use any statements which might cause offence to others
- Not undermine tolerance of other faiths or beliefs
- Not use extremist material
- Not raise funds without gaining written permission from the Chief Operations Officer
- Arrive at school in good time with photographic ID and DBS info wherever possible so that office staff can sign you in

Please note you should understand that your presentation may be bought to an end if the content proves unsuitable and you may be asked to leave.

Thank you for taking the time to read and understand our induction pack.

I acknowledge that I have read and understood the Visitor Induction Pack

Name:

Company:

Signed: Date:
Highfield School

First Aiders

Early Years:

Paediatric First Aiders:	Ext.	First Aid Awareness:	Ext.
Caroline Smith – Reception	1029	Sian Tandy – Reception	1027
Fiona Currell – Reception	1028		

KS1:

Paediatric First Aiders:		First Aid Awareness:	
Den Box –Year 1	1033	Anisa Butt – Year 1	1035
		Nicola Rowley – Year 1	1034
		Samina Khan – Year 2	1039
		Asha Joshi – Year 2	1037
		Nafeeda Bi – Year 2	1037

KS2:

First Aid at Work:		First Aid Awareness:	
Sirat Ul-Nisa – Year 4	1046	Sharon Doyle – Year 4	1051
Elizabeth Cotterill – Year 5	1052	Kolsuma Begum – Year 5	1043
Zenam Begum – Year 5	1024		

Dinner Supervisors:

First Aid Awareness:

Zubeida Ahmed	Asia Bi	Farad Patel
Saima Arif	Noor Fatima	Samina Shabir
Abda Bi	Saiqa Parveen	