



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

# **Safeguarding & Child Protection Advice for Visitors & Volunteers**

## **Fire Evacuation Procedures**

## **Lockdown Procedures**

## Our Contacts

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Mr C Townsend  
**Principal**



Mrs G Walker  
**Designated Senior Member of Staff  
for Safeguarding Children**

No child should suffer harm, either at home or at school. Everyone who works in our School has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person in our School, you **must** report this to Mrs Walker, the Designated Senior Member of Staff for Safeguarding Children in School. It should be in person, but if necessary, please use the following email: [\*\*safeguarding@uobschool.org.uk\*\*](mailto:safeguarding@uobschool.org.uk)



## Safeguarding/Child Protection Advice

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Thank you for visiting University of Birmingham School. We are committed to safeguarding children and promoting children's welfare and we expect all staff, governors, volunteers, and visitors to share this commitment and maintain a safe environment. We will challenge inappropriate behaviour in order to ensure all members of the community work in a safe manner.

### Your Responsibilities

All those who come into contact with children through their everyday work, whether paid or voluntary have a duty to safeguard and promote the welfare of children. By signing in at reception you are agreeing to follow the advice in this leaflet. **Visitors must be accompanied at all times by a member of the School staff.**

### Unsupervised Visitors

If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will record the DBS number and date issued, but will not make a copy of it. University of Birmingham School has a Safeguarding Policy and a copy is available from the School office or our website: [www.uobschool.org.uk](http://www.uobschool.org.uk)

Please also inform the Principal immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

You must sign in on each occasion you visit the School. Please log out of our visitor system at the end of your visit and return the lanyard to Reception.

### First Aid

If you need first aid or feel unwell please contact Reception (ext 5000).



If you have ANY concerns about a child's welfare or wellbeing or have a concern about the behaviour of any adult within the school towards a child:

- Discuss your concerns without delay with the Designated Safeguarding Lead Mrs Walker (Vice Principal) or Ms Heard (Safeguarding Manager) or Mr Townsend (Principal).
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to Birmingham Children's Services by contacting the Multi-Agency Safeguarding Hub (MASH) by calling 0121 303 1888 or contacting them by email: [Secure.MASH@birmingham.gcsx.gov.uk](mailto:Secure.MASH@birmingham.gcsx.gov.uk)

What should I do if a child discloses that they are being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality:

- Listen to what is being said without displaying shock, embarrassment or disbelief; accept what is being said.
- Allow the child to talk freely without interrupting them.
- Do not ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or other staff in order that they can help.

You should immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the School Office and should be completed and returned to Mrs Walker, Ms Heard or Mr Townsend to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record. Remember that after reporting your concerns the disclosure and child's identity must remain confidential.

### **What should I do if the allegation is about a member of the School staff?**

You should report such allegations to Mrs Walker or Mr Townsend.

### **What should I do if the allegation is about the Principal?**

You should report such allegations to Mrs Walker who will notify the Chair of Governors.



### **How do I assure that my behaviour is always appropriate?**

- If you are working with a pupil/student on their own always ensure that the door is left open or that you can be visible to others.
- Do not photograph pupils/students without the School's permission.
- Do not meet or contact a pupil/student out of School including by telephone, text, email, social media or give the child a lift home.
- Do not give gifts to a pupil/student or show them preferential treatment.
- Do not make inappropriate comments to a pupil/student including racist, homophobic, sexist, or sexualised comments.

## **Visitor Expectations**

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Violence, threatening behaviour, and abuse against school staff or other members of the school community, including parents, carers, pupils, and students will not be tolerated.

As a School of character and virtues we model virtues of kindness, tolerance, and respect to each other and expect visitors to do likewise.

Please refer to the School's Managing Violent and Abusive Visitors Policy for further details.

## Fire Evacuation Procedures

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### If the alarm sounds:

The fire alarm makes a high pitched beeping sound and all staff, pupils, students, and occupants of the building must respond to the alarm activations.

A calm, orderly exit is essential. This means everyone should:

- Walk quickly but **do not run**.
- Do not stop to collect personal belongings.
- Keep quiet as you exit the building and remain silent once you are outside, so that instructions can be easily communicated and understood.

**Refuge points** for those with access needs that restrict their exit from the building can be found on each fire stairwell, with a call point to the fire panel.

### During an evacuation visitors and contractors should:

- Leave the building by the nearest exit.
- Report directly to the Fire Controller at the nearest assembly point. During the School day the Fire Controller will be located in the playground outside the MUGA pitch.
- Stand quietly with School staff once you have registered.

**Assembly Points** are located in the playground outside the MUGA pitch.

## Lockdown Procedures

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In the event of the School needing to activate lockdown procedures:

- You will hear a high pitched alarm alongside instructions that this is a lockdown.
- You will need to make your way to the **nearest safe space** (office/room/classroom).
- Lock yourself in.
- Turn off all lights and close the blinds.
- **Hide** (under a desk or behind furniture).
- **Do not** use your phone.

Await further instructions or for the emergency services to arrive. When the lockdown is over, the siren will stop and a clear announcement will be made to inform that lockdown is over.