Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, please inform the Designated Safeguarding Lead. Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

What Do I Do If A Child Discloses They Are Being Harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the teacher or headteacher who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.

Kings Heath Boys
Chamberlain Rd,
Kings Heath,
Birmingham,
B13 0QP

Tel: 0121 464 4454
Email: enquiry@khb.bham.sch.uk
www.kingsheathboys.co.uk
Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

On arrival
The reception is located at the Chamberlain Road entrance. On arrival you will be asked to sign in using the signing in machine and given a visitors’ badge. You will be required to wear your visitors’ badge at all times. When departing from the site you will need to sign out and also return your visitors’ badge.

Security
Please keep briefcases, laptops and bags etc with you at all times whilst on site. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their car. However if this is unavoidable, then please lock valuables out of sight in the boot of your car.

Access to the Internet
All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Network Manager for details.

Smoking
Kings Heath Boys operates a non-smoking policy, this includes the grounds as well as the buildings.

First Aid
For all first aid requirements please contact reception. Give the extent of the injury and the location of the person or persons. Our trained first aider will be sent to the scene.

The First aiders are:
- Sharon LeMarchand
- Jackie Hunter
- Wendy Jones
- Jane Beauchamp
- Yusuf Patel

Fire procedure
On hearing the fire bell (continuous ringing) follow the evacuation procedure below.

- Leave the building by the nearest fire exit and assemble outside on the MUGA.
- Do not stop to collect personal belongings.
- Do not re-enter the building until the senior fire marshal says you can.