



Birches First School

Believe, Grow, Succeed
...to be the best 'me' I can be!

Welcome to Birches First School.
Please take a moment to read the following important information regarding Safeguarding and Health and Safety while visiting our school.

Please ensure you have reported to the school office, signed in and taken a visitors badge from the printer. Office staff will ask to view your badge.

Thank you.

Health & Safety

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty of care for the Health and Safety of yourself and others. If you have any Health and Safety concerns, please notify the office.

First Aid

If someone is in need of medical attention please notify a member of staff. Our Designated First Aider is Ms Spears.

Fire Procedures

In the event of finding a fire, please raise the alarm immediately. When the alarm sounds, please exit the building via the safest route possible and assemble on the field. **Do not re-enter the building until notified it is safe to do so. All individuals must remain on site until evacuation checks have been completed.**

Use of Mobile Phones and Cameras

Staff, visitors and students are not permitted to use their own mobile phones or cameras on the school site. If you need to make a call or send a message, please use the staffroom.

Thank you for helping to safeguard our children.



DBS

All staff, including supply staff, students and volunteers are required to have a Disclosure and Barring Service (DBS) check completed.

Contact with Children

All those who come into contact with the children within school are responsible for their actions and behaviour. Please behave in a responsible manner at all times.

Visitor Badges

Please ensure that your visitor badge is clearly visible at all times.

Signing out

Please ensure that you sign-out before leaving the school site.

Key Contacts:

Miss S Varricchione – Headteacher

Miss S Hulme – Assistant Headteacher

Our Lab Leader's details can be made available via the office.

Safeguarding children

At Birches, Safeguarding is of upmost importance. Keeping our children safe is everybody's responsibility.

If you have any concerns that a child has been harmed, is at risk of harm or if a child has made a disclosure, please pass these concerns on immediately to one of our **Safeguarding Team**

Any allegations or concerns about the Headteacher should be reported to the LAB Leader:

Staffordshire Children's Advice and Support (SCAS): 0300 111 8007

Out of hours: 0345 604 2886

www.staffordshire.gov.uk/Care-for-children-and-families/childprotection/First-Response.aspx

Police: 999 (non-emergency: 101)

Wolverhampton Safeguarding Children & Young People:

www.wolverhampton Safeguarding.org.uk



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SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

- **Do you have concerns?**
- **Has someone made a disclosure?**
- **Who can you talk to?**

At Birches First School the safety of our children is of upmost importance. It is everyone's responsibility to safeguard our children but speak to one of the people below if you are worried.

Miss S Varricchione Headteacher Designated Safeguarding Lead		Miss S Hulme Assistant Headteacher Deputy Designated Safeguarding Lead (Year 2)	
Mrs G Lloyd Deputy Designated Safeguarding Lead (Year Nursery)		Mrs C Banks Club Manager (Club/YN) Deputy Designated Safeguarding Lead	



Protect and safeguard the welfare of all our children.



If you have a concern about the safety of a child contact **Staffordshire Children's Advice and Support (SCAS)** by clicking [here](#) or by phone; 0300 111 8007

Opening times: **Monday to Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm**

Outside of the hours above, on weekends or bank holidays, please contact the **Emergency Duty Team** by phoning 0345 604 2886