

Welcome to the International School



The
International
School

Important Notice for Visitors

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers and visitors to share this commitment.

We ask that all visitors to school have their photograph taken so that we can produce a visitor ID card for them to wear while in school. Please wear your card at all times when you are in school and return it to the front office when you leave.

Health and Safety

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the health and safety of yourself and others.

Classrooms

Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergencies

If the fire alarm sounds, you are required to leave the building by the nearest safe exit and proceed to the assembly point. If you are still in the Wintergarden area, the person in the front office will instruct you. If you are inside the school, you will be instructed to go to the **Kenrick playground**, which is the designated assembly point. Please follow the instructions of fire marshals

at all times and **DO NOT** re-enter any building until you are told it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the school office where first aid is available. This is currently in Student and Family Services.

CCTV

Please be aware that CCTV is in operation.

Smoking

It is against the law to smoke on school premises, including the car park.

Property and Vehicles

The school accepts no responsibility for any loss or damage to visitors' property or vehicles.

We hope you enjoy your visit with us!

Safeguarding Information for Visitors

If you have any concerns about a child with whom you are working or any concerns that a child has been harmed, is at risk of harm or you receive a disclosure, you should first inform the member of staff you are with. If this is not possible, please contact the front office as quickly as possible and ask to speak to the member of staff responsible for child protection. You should ask for the Designated Senior Person (DSP) responsible for Child Protection, **Mr Neil Morris**, or if he is not available, the Head Teacher **Mr Mark Garside**.

If you receive a disclosure, you should write down exactly what happened, what was said, without questioning the child. You should be specific and not infer or assume anything. The report will need to be signed and dated.

If you witness, overhear or have any racial or homophobic incidents reported to you, please inform a member of staff as soon as possible. An incident report will be filled in and followed up by a senior member of staff.

Many thanks for your co-operation

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