

## Fire and Emergency Evacuation

### Procedures

- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble on the playground
- All fire exits are clearly signalled
- If you are responsible for a child, lead them quickly and quietly to the playground and to their class teacher
- If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the child's class teacher
- Class teachers will count their class and check for any missing children against their register
- A fire marshal will check the visitors books for any missing adults
- A member of the Senior Leadership Team will allow re-entry to the building once they have declared it safe to do so
- If you discover a fire, the alarm should be sounded. There are 'break glass' fire alarms around the school
- Do not fight the fire unless you have been trained and it is safe to do so.

*If you have any concerns about safeguarding in this school, please ask to speak to one of the following:*

The Designated Safeguarding

Lead (DSL):

**Mr Robert Cottrell**

The Deputy Designated  
Safeguarding Lead (DDSL):

**Ms Rebecca Holloway**

Safeguarding Governor: **Mrs Sally Evans**

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*If you are worried about a child or young person out of this school contact the NSPCC free helpline service to speak to an NSPCC counsellor. They are available 24 hours a day, 365 days a year.*



## Safeguarding Guide

for

School Visitors and Volunteers

Welcome to Chapmanslade Primary School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school

**CHAPMANSLADE CE VA PRIMARY SCHOOL**

**Learning together in a Christian community,  
nurturing and developing lively minds in a caring  
environment.**

## Visitors to Our School

- All visitors must **sign in** at the school office on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in the reception area or at the top gate until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report any unacceptable behaviour to staff.
- When working with a pupil(s), ensure you are visible to others.
- All visitors must **sign out** at the school office and return their visitor badge.

## Regular Volunteers

- Volunteers must **sign in** at Reception
  - Volunteers must **sign out** at Reception
- Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

**Chapmanslade Primary School** has a robust Safeguarding and Child Protection Policy. A copy of which is available from the School Office upon request or on our school website.

### What should I do if I am worried about a child?

If you become concerned about a child you are working with because of:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to one of the named Designated Safeguarding Persons (see reverse).

### What should I do if a child discloses that she/he is being harmed?

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 the Designated Safeguarding Lead to enable the matter to be dealt with in the appropriate way. Please ensure you have signed and dated the record and leave your contact information with the school office. Do not leave the form with anyone other than a named Designated Safeguarding Person.

### Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, immediately inform the head teacher.

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

Appropriate relationships with children should be based on mutual trust and respect.

As a visitor you may find yourself working closely with children sometimes on a one to one basis.

### Prevent Duty

We also have a Statutory Duty to Prevent children from extreme and violent views and to intervene to Prevent vulnerable children and young people being drawn into terrorist-related activity.

If during your visit, you observe signs and behaviour that indicate such a vulnerability, please inform one of the Designated Safeguarding Persons as a matter of urgency.

**Please help us to safeguard the children in our care by following these guidelines.**

**Thank you for the time you have taken to read this information.**

### Child Protection and Safeguarding:

Everybody's Business

Everybody's Concern

Everybody's Responsibility