

## Fire Alarm

- In the event of a **fire alarm**, all adults and children must evacuate the building by the most direct route possible and assemble of 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.
- The administrator and available TAs will check the visitor systems for adults.
- A member of SLT 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.

Do not fight the fire unless you have been trained and it is safe to do so

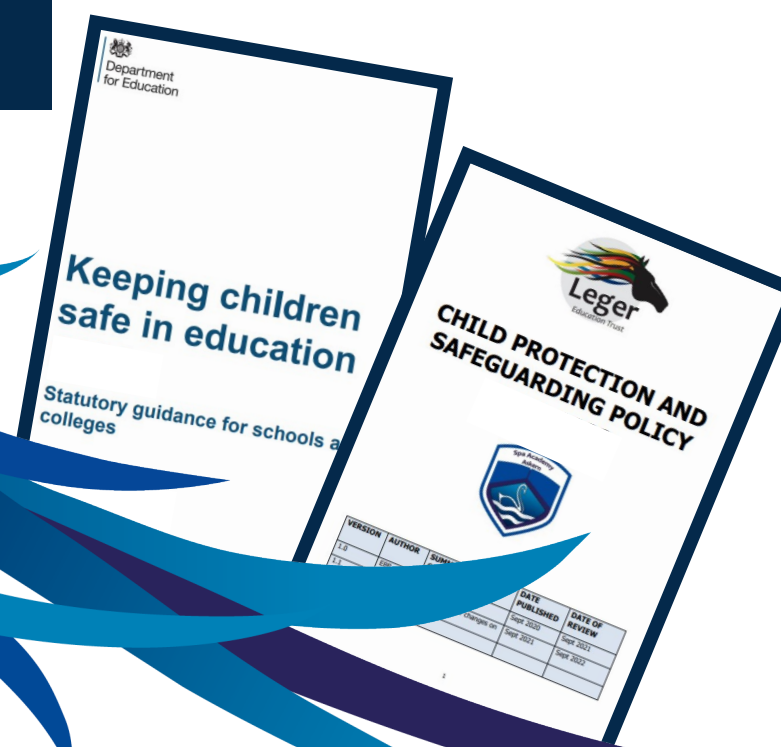
If you have a concern relating to our **premises**, please contact the Main Reception immediately.



# WELCOME

## Visitor's Safeguarding Guide

Other key safeguarding documentation can be found in Main Reception





# WELCOME

- All visitors **must sign in** at Reception on arrival.
- Visitors will be issued with a badge and lanyard that must be worn and visible at all times.

Visitors and staff wearing a green lanyard, following DBS checks, are able to be **unaccompanied** on site.

Visitors wearing a red lanyard **must be accompanied** at all times by a member of staff.



Mobile phones are not to be used or photographs taken on site 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.

A copy of our **Child Protection & Safeguarding Policy** is available from Main Reception, alongside statutory **Keeping Children Safe in Education** documentation.

## Safeguarding is everyone's responsibility.



If you have a concern **about a child**, please pass this on to one of our **Safeguarding Officers**. Concerns regarding a **member of staff** should be communicated to Emma Anderson (Headteacher).

Emma Anderson



Joanne Hepworth



**Always** share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.

**"It could happen here."**

*- Spa's culture of safeguarding and vigilance*



If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately.



Listen to the child, do not question them or promise them that it will remain confidential between the two of you.