

General Evacuation Instructions

FIRE/EMERGENCY

In the event of the fire alarm sounding a long continuous tone, please leave the building by the nearest exit.

Students, staff and visitors should not:

- Stop to collect personal belongings
- Tackle the fire
- Return to the building unless authorised
- Leave the site without informing a member of staff

KEY ESCAPE ROUTES FOR AN EMERGENCY EVACUATION

- **FROM CLASSROOMS** – through fire exits at the back of the classrooms straight into the playground.
- **FROM SCHOOL HALL** – through fire exits out into the car park, then round by the road to the playground.
- **FROM THE OFFICES, STAFFROOM AND FOYER AREA** – through the front door of the school or through the fire exit in the Year R classroom.
- **FROM THE NOAH'S ARK ROOM, EDEN ROOM & RAINBOW ROOM** – through the nearest exit which will be one of the following:
 - through the staffroom and out through the front door of the school
 - through the fire exit of the Year R classroom
 - through the door opposite the Year 5 classroom and out into the playground
 - through the hall and via the fire exit doors into the car park.
- **FROM THE KITCHEN** – through the external doors to the car park, and round by the road to the playground.

COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL



Fire Evacuation and Safeguarding Leaflet

2021-2022

A guide for employees, volunteers and visitors to
Coulsdon C of E Primary School

All of us at Coulsdon CofE Primary School play an
important part in keeping children safe, whether we are
an employee, governor, visitor or volunteer.

Safeguarding Instructions

A key priority is to ensure the safety and care of every member of our community. The following procedures **MUST** be adhered to:

- All visitors must report to reception on arrival.
- All visitors and members of school staff must wear an identity badge which must remain visible at all times.
- All visitors are expected to conduct themselves in a professional and respectful manner.
- Please understand that any adult who is in sole supervision with any children must have undergone a recent DBS check and will be asked to produce evidence.

While you are at our school it is possible you may be approached by a child who wants to talk to you about something which is concerning them or you may notice something which concerns you about a child or situation.

If so, you **MUST** follow the guidance below:

DO

- Speak to the designated safeguarding officer immediately
- React calmly
- Record your concerns

DO NOT

- Promise confidentiality to a child
- Interrogate a child
- Stop a child who is recalling events
- Discuss issues with those who don't need to know

NEVER

- Report an allegation to anyone except a designated safeguarding officer

Who to report to?

If after reading this leaflet you have any concerns about a child at Coulsdon C of E, please contact our designated safeguarding lead via the school office.

Designated Safeguarding Lead:

Mrs Annie Mitchell
(Headteacher)



Deputy in the event of absence:

Mrs Karen Newsome
(Assistant Headteacher)



Governors:

Mr Trevor Meadowcroft
(Safeguarding Governor)

