

Evacuation Procedure on Hearing the Fire Alarm

At the sound of the FIRE ALARM:

Leave the building Promptly. **Do not wait** to be told and do not attempt to collect personal belongings.

Close doors and windows behind you if it time permits and only where you can, observe any specific instructions about isolating equipment or services.

Use your nearest Fire Exit (look for the green running man signs).

If you find smoke blocking your route go a different way.

Do not use the lift
Do not block the fire exits

Move away from the building and keep the entrances clear for the fire brigade.

Once out of the building proceed to the Fire Assembly Point which is outside in the school playground by double gates. Wait there and listen to the instructions given by the Fire Marshal, who is responsible for your safety and liaising with the fire brigade. If you exit through an exit that doesn't go into the playground then you need walk around the front of the building, turn left into Duinen Street and enter via the double gates.

DO NOT go back into the building until you are specifically told to do so by the Fire Marshal or the attending fire brigade officer in charge

Note: Silencing the alarms is not a signal to re-enter the building

Fire marshals:

Fire marshals wearing high visible jackets are there to help and ensure the building is evacuated: you must carry out any directions they given.

Do escort out your visitors, members of the public etc.

Do assist anyone with mobility difficulties. Disabled staff and visitors will have a Personal Emergency Evacuation Plan

If there are disabled or injured people or others who cannot leave the building tell the fire marshal exactly where they are (floor, stairwell or room number)

(The fire alarm is tested each Friday morning for a short time. However, should the alarm sound be prolonged then please evacuate the building as above.)

Everyone has a responsibility to make sure that children within Rainbow Primary are safe, as 'Every Child Matters'.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone

Rainbow Primary School

SAFEGUARDING
PROCEDURES

September 2017 - July
2018



Designated Safeguarding Lead:

Stephanie Ngenda – Acting Head of School

Named person:

Wendy Ward – Assistant Head
Maxine Muff - Business Manager

Trustee with responsibility for safeguarding:

Michelle Khan

Chair of the Trust:

Amjad Pervez

Volunteers / Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Rainbow Primary we all have a duty to safeguard and promote the welfare of our children

Please follow our Code of Behaviour:

- Do treat everyone with respect
- Do provide an example you wish others to follow.
- Do remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- Do respect a child's right to personal privacy.
 - Do act as an appropriate role model.
- Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
- Do not jump to conclusions without checking facts.
- Do not permit abusive activities e.g. bullying, ridiculing.
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- Do not rely on your good name to protect you. It may not be enough.
 - Do not believe it could not happen to you.

It could.

DBS certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

ALLEGATIONS

- Any allegations should be reported to the Head of School.
- If the concerns are about the Head of School please inform the Chair of the Trust.

IDENTITY BADGES

All visitors within Rainbow Primary must either wear their visitors badge received from Reception or their agency / school's identity badge. Any adults without a badge will be challenged.

WORRIED ABOUT A CHILD

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. If whilst working with a child you become concerned about:

- Comments made by a child
 - Marks or bruising on a child
 - Changes in a child's behaviour
- Please report the concerns to a named Safeguarding Lead person.

Disclosure of abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
 - Allow the child to talk freely, listen rather than ask direct questions.
 - Re-assure the child, but do not make promises that might not be possible to keep.
 - Do not promise confidentiality but explain to the child that you have to tell their teacher or Head of School in order that you can help them.
 - Do not interrogate the child or ask leading questions.
 - Re-assure the child that it is not their fault.
 - Stress that it was right to tell.
 - Make them aware that their disclosure will be reported only to those that need to know and can help.
 - Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
 - Report your concerns and give your written record to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.
 - Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.
- It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.