

# Fire Evacuation

Follow the school evacuation procedures which are displayed around the school. These are designed to ensure the safe evacuation of all the children, staff, families and visitors.

On hearing the fire alarm sound ALL visitors should leave the school building. You will see assembly points in both yards and on the school field.

If you discover fire: break glass at the nearest fire alarm call point.

Do not stop to collect coats and belongings.

Teachers will do a roll call for the children. Staff will check that everyone is accounted for.

Do NOT re-enter the building until authorised by a Senior Leader of the school.



**Fire alarm**

# First Aid

At Clase Primary we take health and wellbeing of our pupils very seriously. We have qualified first aiders throughout the school. An updated list held within the school office and displayed around the school.

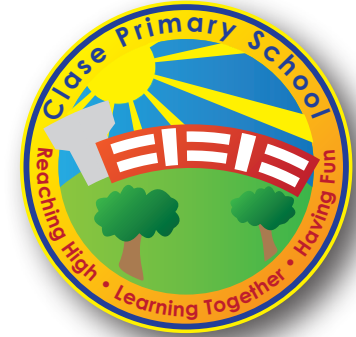
All adults working with children should make themselves aware of children with specific conditions that may require emergency assistance and know who is trained to provide that assistance; this includes the use of Epi-pens, inhalers and other equipment.

Allergies and dietary requirements are also detailed in the main school office.



**First aid**

# Visitor Information



**Reaching High,  
Learning Together,  
Having Fun.**

If you want to know any more information visit our twitter page or School website at:  
[www.claseprimaryschool.co.uk](http://www.claseprimaryschool.co.uk)  
or follow us on twitter @ClasePrimary  
or telephone: 01792 781747



Clase Primary School is a safe, happy and friendly learning environment. We are keen to work closely and proactively with parents, members of the local community and other agencies. At the same time, our most important duty is to protect the safety and welfare of all pupils.

We welcome visitors to the school, but expect all visitors to comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements.

Visitors to the school and the Flying Start setting must present themselves at the main reception and sign in and out using the electronic system.

#### **Visitor's Badges:**

In line with the site security risk assessment, all contractors and visitors must ensure that they wear a premises visitors badge at all times. Visitors without an identification badge will be politely challenged by school staff.

#### **Working with the children:**

Only visitors with DBS clearance are allowed to work with pupils at school. Visitors without clearance must be accompanied by member of staff at all times.

## **Health & Safety**

If you feel unwell or suffer an accident while on school premises, please report to reception in order to access first aid facilities and assistance from a qualified first aider;

- *Vehicles parked on the school site are at owner's risk;*
- *The school is a NO SMOKING or VAPING school;*
- *Hot drinks not be carried around areas where children are learning unless in a sealed, lidded and insulated cup;*
- *The use of alcohol / illegal substances is strictly prohibited;*
- *The school will not tolerate abusive and threatening behaviour by visitors on site;*
- *No personal mobile devices will be used during the school day unless permission has been sought by Senior Leaders.*



## **Health & Safety**

## **Child Protection Procedures**

#### **We believe:**

- Schools can contribute to the prevention of abuse.
- All children have the right to be safe and protected from harm.

#### **To meet the above aims, adults should:**

- Be familiar with the school's child protection policy including issues of confidentiality.
- Share any concerns with the designated person/s.
- Deal with disclosure of abuse from a child in line with the school policy.
- Be involved with on-going monitoring and recording of support inter-agency child protection and support plans.
- Be subject to DBS vetting.

**All concerns should be directed immediately to:  
Sharon Hope / Head Teacher**

**In her absence to:  
Amanda Jones / Deputy Headteacher**