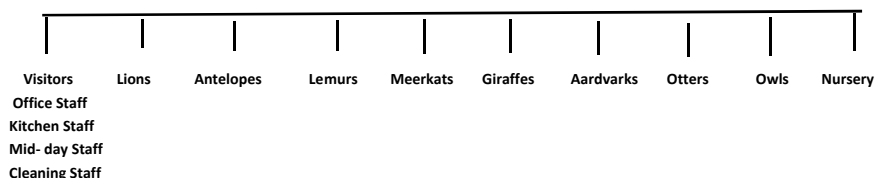


Evacuation Plan

Please familiarise yourself with the emergency route plan in your area.

- The fire alarm is a continuous ringing sound.
- On hearing the alarm you must proceed to the KS2 playground, following the emergency route plan displayed in your area.
- The visitor log will be checked by a member of the office team.
- Do not return to the school building until instructed to do so by a member of staff.

Fire Assembly Points Public Library end of field



FIRST AID:

Should you, or anyone you are working with, require any first aid treatment please speak to a member of the office staff, who will be happy to assist you and complete the required documentation.

Health and Safety

The school is regularly audited to ensure our facilities are safe for everyone. You also have a responsibility to comply with Health and Safety regulations by ensuring that your actions or behaviour are in accordance with school policies.

MOBILE PHONE FREE ZONE

Please switch off your devices upon entering the premises.
If you wish to make a call please speak to a member of staff who will take you to the designated areas.

Kessingland Church of England Primary Academy Safeguarding Quick Guide 2017/2018



Safeguarding

Welcome to our school, we take our responsibility for safeguarding and protecting our children very seriously.

Whilst you are part of our school community, we would ask you to note the following important procedures.

Kessingland's safeguarding policies and procedures are compliant with Suffolk safeguarding children's board (SSCB), which has ultimate responsibility for child protection.

If you have any concerns about a young person you see or hear at Kessingland Primary Academy, or anything that makes you feel uncomfortable, you should immediately report these to a member of staff

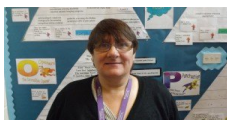
Mr Adrian Crossland
Head Teacher
Designated Safeguarding Lead



Miss Sarah Smith
Deputy Head
Alternative Safeguarding Lead



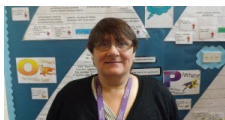
Mrs Lynda Hood
Student & Family Support Ambassador
Alternative Safeguarding Lead



Mrs Jane Cooper
Pastoral Lead
Alternative Safeguarding Lead



Mrs Lynda Hood
Student & Family Support Ambassador
Online Safety Lead



Mr David Bunkell
Named Safeguarding Governor



What if a child wants to tell me something?

If a child begins to tell you something that may indicate abuse you should:

- Not panic, show shock or revulsion
- Tell them you want to make sure they are safe.
- Tell them that you will have to pass on the information to keep them safe.
- Listen carefully and do not ask leading questions.
- Record what has been said, including your responses.

Remember ...

- **Never** promise to keep a secret
- **Always** pass on the information immediately.

Safeguarding and child protection are the most important parts of everyone's role at Kessingland Primary Academy.

To protect both children and the adults who work with them, the school operates a policy of restricting unsupervised contact with a child to those who have been correctly vetted. (Please see staff in the office for further details).

All visitors to school are required to sign in and wear a visitor's badge at all times.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are at Kessingland Primary Academy, you follow our policies and procedures.

www.kessingland.dneat.org

Thank you