

## Evacuation Plan in the event of a fire:

### Raising the alarm:

It is the duty of anyone discovering a fire to take immediate independent action.

- The fire alarm is a continuous ringing sound.
- On hearing the alarm, you must proceed to the Library end of the field, following the emergency route plan displayed in your area.

### Assembly Points:

Please see diagram below.

### Sweeping Areas:

Staff are to ensure that all areas are clear and that the fire doors and windows are shut.

### Roll Call:

Each class teacher will leave the room, taking the **FIRE ROLL CALL CLIPBOARD** with them. This is to be used for the initial roll call. This clipboard will contain an up-to-date class list and laminated sheet for teachers to write down the class numbers throughout the day. The Office will then supply each teacher or senior member of a group with the register. If anyone is missing this **MUST** be reported to the head teacher or one of the two deputy heads immediately.

The Office staff will also be responsible for taking out the signing in/out books, and checking that the adults are assembled. The deputy heads will assume this role in the absence of the Office staff.

### Missing Persons

Under **NO** circumstances must any person or persons re-enter the building to search for missing persons until permission has been given by the Fire Officer.

### Safety Signal

In the case of a Fire Drill, **NO** re-entry, will be permitted until the head teacher / deputy heads have given the ALL CLEAR.

In the case of a real fire **NO** re-entry will be permitted without the consent of the Fire Officer.

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

### Fire Assembly Points Library end of field

Bus



Visitors      Lions Rhinos Antelopes Lemurs Meerkats Flamingos Giraffes Aardvarks Otters Owls Nursery  
Office Staff  
Kitchen Staff  
Mid-day Staff  
Cleaning Staff

# Kessingland Church of England Primary Academy Safeguarding Quick Guide 2021/2022



## 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

Miss Sarah Smith  
Deputy Head  
Designated Safeguarding Lead



Mr Adrian Crossland  
Head Teacher  
Alternative Safeguarding Lead



Miss Kellie Egleton  
Deputy Head  
Alternative Safeguarding Lead



Mrs Lynda Hood  
Student & Family Support Ambassador  
Alternative Safeguarding Lead  
Online Safety Lead



Mrs Jane Cooper  
Pastoral Lead  
Alternative Safeguarding Lead



Mr David Bunkell  
Named Safeguarding Governor



Other useful points of contact:

Suffolk Safeguarding Partnership - <https://suffolksp.org.uk/>



**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.**

**Thank you**



**Due to allergies, we are a designated  
NUT FREE SCHOOL**

**If you have food items that contain, or may  
contain nuts, please inform the office team,  
who will be happy to store them for you.**

**Thank you.**

### 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](http://www.kessingland.dneat.org)

Thank you



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.



The school is audited on a regular basis, 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 behaviours are in accordance with school policies.



For Information Only  
We have a person in school  
With  
Cystic Fibrosis.