

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 the deputy head 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 head 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 head 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.

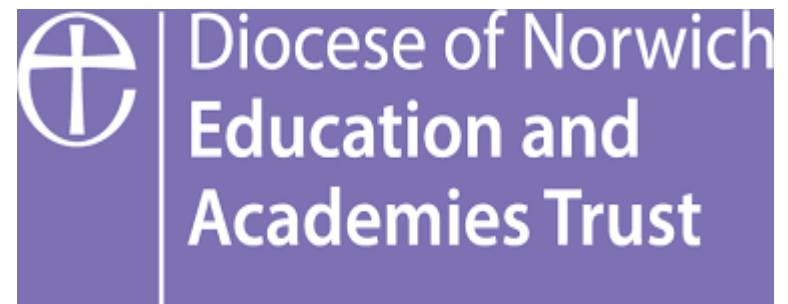
Fire Assembly Points Library end of field

Bus



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

Kessingland Church of England Primary Academy Safeguarding Quick Guide 2023/2024



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 Teacher
Designated
Safeguarding Lead
PREVENT Lead



Mr. Adrian Crossland
Head Teacher
Alternative Designated
Safeguarding Lead



Mrs Lynda Hood
SAFS Ambassador
Alternative Designated Safeguarding Lead
Online Safeguarding Lead
Young Carers Lead



Mrs Amanda Ward
Head of EYFS
Alternative Designated
Safeguarding Lead



Mrs Jane Cooper
Pastoral Lead
THRIVE Lead
Alternative Designated
Safeguarding Lead



Mr. Keith Jennings
Chair of Governors
PREVENT Governor



Mr. David Bunkell
Named Safeguarding
Governor



**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 for your support.



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.

**CYSTIC
FIBROSIS**



**For Information
Only**

**We have a
person in school
with
Cystic Fibrosis.**

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

**Allegations / Concerns about
colleagues, volunteers, contractors
and supply staff**

- If staff have a safeguarding concern about another trusted adult this should be referred to the Head Teacher or DSL.
- If the concern relates to the Head Teacher, reports are to be made to Oliver Burwood (CEO)
- We have an open and transparent culture in our school, where we raise any concerns about children with the DSL
- We **MUST** do the same about any concerns about any trusted adult

**SEE POSTER ON SAFEGUARDING NOTICE BOARD IN THE
STAFF ROOM FOR FURTHER INFORMATION**

REPORTING PROCEDURE

REPORT YOUR CONCERN	
Report the information, allegation or low-level concern immediately and without delay to the Headteacher. In the absence of the Headteacher, report to the Designated Safeguarding Lead (DSL). In the absence of either party, report to the next most senior member of staff in the school.	Where the Headteacher is the subject of the information, allegation or low-level concern, report to the CEO. The CEO may speak to the Chair of Governors for contextual information. OLIVER BURWOOD 01603 550171 Oliver.burwood@dnearg.org
DO NOT	
Attempt to deal with or investigate the allegations or concerns yourself. Keep information to yourself or promise confidentiality where information is disclosed to you or you witness anything of concern. Make assumptions or judgements about what you have witnessed or been told. Any relevant information or concerns must be reported; it is the responsibility of people in clearly defined roles to consider the information and determine the action to take. Take any action which may undermine any investigation such as discussing disclosures or information with alleged victims, witnesses, parents or carers. Ask people to provide statements or alert the person in respect of whom concerns have come to light.	



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.**