

## **Fire and Safeguarding Guidance for Adults Visiting or Working with Us**

### **Fire Action**

*You should have been informed of any planned fire drills by reception when you arrived in the building. In the event of a fire alarm please follow the fire action below:*

Fire assembly point maps are located by the door in each room

#### **On hearing the fire alarm (continuous noise) ...**

1. Evacuate the room quickly and safely, ensure doors are shut (but not locked) and proceed to the nearest and safest fire exit as shown on the map
2. Leave all belongings behind
3. Make your way directly to the designated fire assembly point (*Under the canopy just beyond the benched area in the piazza*)

#### **If you discover a fire...**

1. Raise the alarm by pressing the nearest 'Break Glass' alarm
2. Evacuate the building by the nearest and safest fire exit as shown on the map
3. Make your way directly to the designated fire assembly point (*Under the canopy Just beyond the benched area in the piazza*)

**Accidents and First Aid** - In an emergency situation, phone the medical room (**ext: 2066**) or Reception (**ext: 2000**) on the nearest available telephone, giving details of the incident and location.

## At Ifield Community College we aim to protect our students by:

- Creating mutual respect in a safe, caring, happy environment
- Responding quickly and effectively to cases of suspected abuse
- Creating an atmosphere where all students feel safe, secure, valued and listened to
- Recognising symptoms of abuse

*We want every individual student to have an excellent education in a vibrant, creative, happy school, to give them a brighter future.*

## Safeguarding Children

All visitors and members of staff must recognise that the safety and wellbeing of children is our utmost concern. Any child protection concerns must be reported to the Designated Safeguarding Lead or Deputy Safeguarding Lead's as soon as possible.

Designated Safeguarding Lead

**Mr K Laundon**

Assistant Headteacher/Pastoral

Ext: 2044

Email: [DSL@ifieldcc.co.uk](mailto:DSL@ifieldcc.co.uk)



Deputy Safeguarding Lead

**Miss R Baverstock**

Senior Pastoral Manager

Ext: 3277



Deputy Safeguarding Lead

**Mrs G Clarke**

Senior Pastoral Manager

Ext: 3278



For further information please refer to the **Keeping Children Safe in Education: for school and college staff (Part 1)** - [www.gov.uk](http://www.gov.uk)

Everyone should play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, working as a contractor / sub-contractor or a volunteer.

### Everyone working with our students should be aware that:

- Their role is to listen and note any observations which could indicate harm
- They should reassure the student
- All Safeguarding concern should be reported to a member of the Safeguarding team
- They should not investigate
- They should not promise confidentiality
- They should not ask leading questions

For further information including our safeguarding policy, please see our school website at [www.ifieldcc.w-sussex.sch.uk](http://www.ifieldcc.w-sussex.sch.uk)

**Always report your concerns to a member of staff. If the Safeguarding Lead is not available, please contact another member of the Safeguarding Team or the Headteacher, Mr R Corbett.**