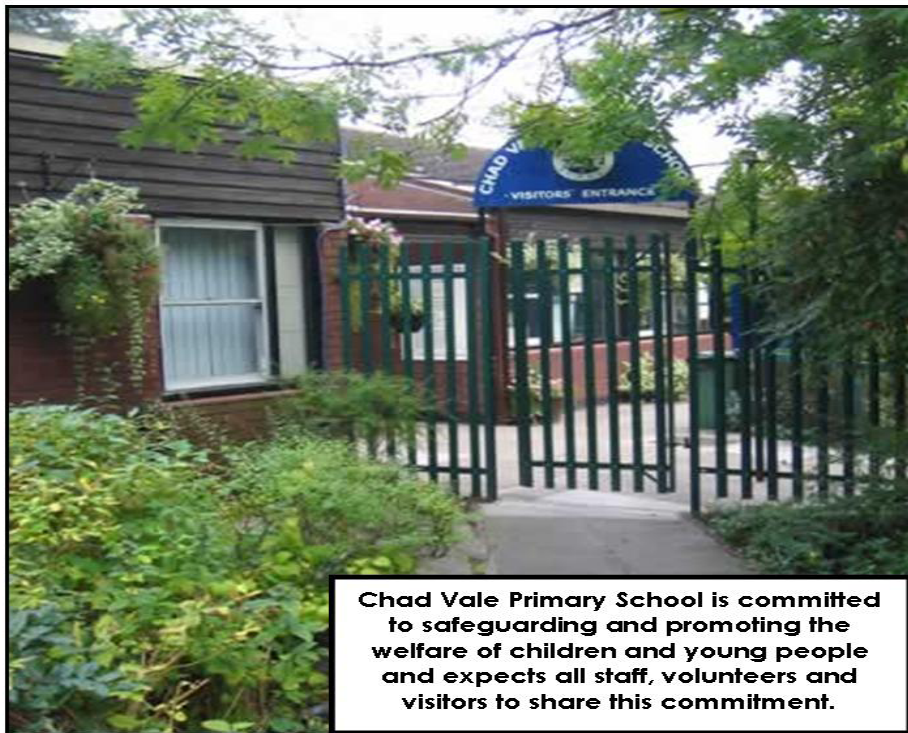




Chad Vale Primary School

Health and Safety Information for Visitors 2008



Chad Vale Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Have you signed in?

Child Protection Information
Emergency Evacuation Procedures
Site Plan (Fire Call Points/Extinguishers/Exits)

Child Protection Information for Visitors and Volunteers.

The school's first priority is the welfare of our pupils. We are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all staff are well placed to identify such abuse and offer support to children in need.

At Chad Vale Primary School, in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to,
- Recognise signs and symptoms of abuse,
- Respond quickly and effectively to cases of suspected abuse.

Our school will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying,
- Promoting a caring, safe and positive environment within the school.

Everyone working with our pupils should be aware that:

- Within the staff handbook is a section on child protection and they should read this as a priority at the earliest opportunity.
- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSP) immediately.
- If the DSP is not available the Deputy should be contacted.
- Disclosures of abuse or harm from children may be made at any time.

If you have a concern that a child is being harmed or at risk of being harmed, or receive a disclosure (intentionally or unintentionally) you must contact the following staff member. **If anything worries you or concerns you tell him straight away.**

DSP name **Robin Haselgrove (Head Teacher)**

If this person is not available please contact

Deputy DSP name **Paul Sansom (Deputy Head Teacher)**

If anyone, by the way they speak to you or look at you, makes you feel uncomfortable then please take your concerns to the Head Teacher - Robin Haselgrove. If he has acted inappropriately then please speak to the school secretary who will in turn contact the Chair of Governors.

Please enjoy your time here at Chad Vale and thank you for visiting. **Don't forget to sign out and return your badge when you leave!**

Extracts from Chad Vale Primary School Emergency Action Plan (please ask for full copy if required)

Purpose

The following plan describes the actions to be taken in the event of emergencies. Staff must be aware of their duties and required actions, to safeguard themselves and those in their care.

Any event which is outside normally expected working conditions and is sufficiently serious to have major consequences for the safety of the school and its occupants or neighbours, will invoke this emergency plan.

Emergency events may take the form of:

- Fire.
- Flooding.
- Severe weather damage.
- Bomb threat / terrorist incident.
- Civil disorder.

Emergency Actions: Fire

The Head Teacher (or Deputy) will be in charge and will liaise with the emergency services. The Head will be assisted by the Senior Management Team.

Any person discovering a fire, or suspecting a fire, will immediately operate a break-glass call point.

All staff will assist with evacuating all persons from the school via the **nearest** available exits, in line with practised fire drills and procedures. Please see attached site plans for locations of exits and call points. The **Emergency Assembly point** is on the bottom playground, at the near the foot of the slides.

Administration staff will call the Fire Service by dialling 9,999 and giving the following details:

***"Fire at Chad Vale Primary School, Nursery Road,,
Edgbaston, B15 3JU. Access for fire engines is at the front of
the premises on Nursery Road.***

Telephone Number 0121 464-7329

A member of the staff team will meet the Fire Service at the bottom of the drive.

No-one will re-enter the building until the Head Teacher (or Deputy) gives the all-clear, in liaison with the Fire Service. No-one will be allowed to leave the assembly points until permission is given by the assembly point supervisor. Records must be kept of all persons who have been allowed to leave the premises.

Parents and others must not drive onto the school premises. Access roads are to be kept clear.

Bomb/Terrorist Threat

Evacuation will proceed as for a fire. Office Manager/Head Teacher (or Deputy) will call the Police and Fire Service. **The use of mobile phones is forbidden and mobiles will be switched off.**

In the event of a terrorist event requiring us to contain all children in school, a message will be sent to every class using the code words 'Mrs. Cooper will be leaving early.' If this is heard at any point, teachers must bring all their children to the hall and await further instructions.

As soon as the registers have been called at the assembly points, if necessary, all pupils will proceed to the secondary assembly point at Harborne Hill School, under staff supervision.

The Head Teacher (or Deputy) will decide, in liaison with the Police, whether to release children for collection by parents, or return to the school.

Toxic Gas Release

If there is a warning of toxic or dangerous fumes in the atmosphere, the school will **not** be evacuated.

All doors and windows will be closed. Children will remain in classrooms.

The Head Teacher (or Deputy) will liaise with emergency services and await further instructions. Birmingham LEA is to be informed.

Admin. staff will listen to local radio station(s) to hear public information announcements.

Flooding

Affected part(s) of the school will be evacuated, with children assembled in the unaffected hall/room(s).

Site Manager (or deputy) will isolate local electricity supply, if necessary.

Severe Weather

The Head Teacher (or Deputy) will decide whether to evacuate the school (or parts affected) depending on circumstances at the time.

Fire Service will be called, if necessary.

Birmingham LEA will be informed of any actions taken to evacuate the school.

The decision to evacuate the entire school will only be made under extreme circumstances. Otherwise, children from affected parts of the school will be moved to unaffected areas within school.

Civil Disorder

If there is an incident involving rioting in the surrounding area, the Police will be called and advice sought.

All doors and windows will be secured.

No-one will leave the school until the Head Teacher (or Deputy) has been given the all-clear by the Police.

Any Other Emergency Incident

The Head Teacher (or Deputy) will decide on the appropriate course of action. Advice will be available from local emergency services, etc.

