



Guidelines for Visitors - Fire and Emergency Evacuation Procedure

- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble on the main pathway
- All fire exits are clearly signalled
- If you are responsible for a child, lead them quickly and quietly to the assembly point and to their class teacher
- If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the child's class teacher
- Class teachers will count their class and check for any missing children against their register
- The SBM and available TAs will check the in/out books and visitors books for any missing adults
- A member of the Senior Management Team will allow re-entry to the building once they have declared it safe to do so
- If you discover a fire, the alarm should be sounded. There are 'break glass' fire alarms around the school
- Do not fight the fire unless you have been trained and it is safe to do so
- Please sign in and out and wear your visitors lanyard at all times
- The toilets for visitor use are located opposite the school office. Thank you for your co-operation in all of the above



SAFEGUARDING AT BIRCHFIELD



DSL CATHY LIKU
HEADTEACHER

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

- Switch off your mobile phone/device and store it in your bag. In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes corridors. Such places could be in one of the offices or in the staff room.
- Do not take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for.
- If you are working with a child, please do so in a space that is open, or have an open door or visible by others through a window. If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Lead.
- If you have a concern about another adult in school, please ask to speak to a Designated Safeguarding Officer. Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself. If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you.