

Emergency Evacuation Procedure

If you discover a fire, operate the nearest alarm.
It is your responsibility to locate the fire exit nearest to you.
The fire alarm is a continuous bell. If it sounds, please leave the building following the route as indicated on the sign in the room that you are in.
Act quickly and quietly. Do not stop to collect your personal belongings

Invacuation Procedure

The panic alarm is a series of short beeps. If it sounds, please remain in the room that you are in and await further information from the School Emergency Management Team (SEMT).
Do not leave the room unless instructed by the SEMT or a member of the Police.

Contact details

Mrs Clare Smith dsl@claremont.kent.sch.uk
Designated Safeguarding Lead 01892 531395
SENCo

Mrs Sarah Seddon
Deputy Designated Safeguarding Lead
Deputy Headteacher admin@claremont.kent.sch.uk
01892 531395

Mrs Candi Roberts
Deputy Designated Safeguarding Lead
Headteacher



CLAREMONT PRIMARY SCHOOL

GUIDANCE FOR VISITORS

Welcome to Claremont. This leaflet contains details about our expectations of you during your time visiting the school and about our safeguarding and emergency procedures. **Please read it carefully** - this information is for your safety and for that of the children in our care.

- All visitors must **sign in** at Reception on arrival and **sign out** on departure.
- Visitors must wear a **visitor's badge** (red lanyard). Volunteers with a valid Claremont DBS must wear a **volunteer's badge** (yellow lanyard).
- **Photographs must NOT be taken** on the school site without prior agreement of a member of the Senior leadership team.
- **Please avoid using your phone** or mobile device in school. If you have to, please make sure you use it in areas well away from any children.
- **Please use the visitor toilet** or staff toilet if directed by a member of staff
- **Report** any unacceptable behaviour to staff.
- **Make sure you are visible** to others at all times when working with pupils.

Safeguarding Children

Everyone at Claremont has the responsibility for promoting the welfare of children and ensuring they are protected from harm.

If you think a child is suffering or is likely to suffer significant harm, you MUST inform a Designated Safeguarding Lead (DSL) immediately. The DSLs are listed on the opposite page.

If a child tells you something (makes a disclosure) to you which makes you concerned for their safety, you MUST do the following:

- React calmly and listen carefully to what they have to say. Don't make assumptions – keep an open mind.
- NEVER promise to keep 'secrets'. Explain that you can listen but you will have to tell someone because that's your duty.
- Reassure them that they can be helped and kept safe.
- Don't ask leading questions and don't cross examine the child. Only ask simple, open questions – Who? What? Where? When?
- If a child is injured and you need to check them in the absence of a first aider, please ensure another adult is present.
- Be discreet – do not say or do anything that may place the child or yourself at risk.
- Act quickly and speak to the DSL or deputy DSL as soon as possible. Please do not leave school without telling someone or doing something.
- Bullying and peer-on-peer abuse can cause suffering that children should be protected from. If you see evidence of this, inform a DSL.

If the disclosure or your concern relates to a member of staff, you must inform the Headteacher as soon as possible. Nothing should be said to the staff member involved or other staff members.

If you are in doubt, please talk to someone: the children's safety is our most important concern and we would rather you told us than didn't.

Please try to remember and follow the procedures above. They are your boundaries and are there to protect you as well as the children.

Claremont's Child Protection and Safeguarding Policy and Online

If you are concerned about a child's safety, please talk to a DSL



Mrs Smith
Designated Safeguarding Lead



Mrs Seddon
Deputy Designated Safeguarding Lead



Mrs Roberts
Deputy Designated Safeguarding Lead