



Information for visitors



Safeguarding

Safeguarding is everyone's responsibility: it's up to all of us to keep children safe.

A key priority for Coaley C of E Primary Academy is that all adults who work with our children take account of safeguarding and promote the welfare of children and young people. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

This is approached by:

- Ensuring Disclosure and Barring Service checks are carried out on all those in a regulated activity.
- Developing recruitment practice in line with guidance on safer recruitment practices.
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstanding or malicious allegations.
- Giving staff guidance and training to enable them to recognise concerns about children and take responsibility for acting quickly on those concerns.
- Communicating child protection procedures to all staff, parents and visitors.
- Every individual signs an Acceptable Use Policy before using the school network and abides by the conditions within.

We would ask that should you hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns to the Designated Safeguarding Leads (or Deputies):



Jen Thomas
DSL



Jen Lowe
DDSL



Beckie Nobbs
DDSL



Carole O'Donnell
Safeguarding Governor

Health and Safety

Coaley C of E Primary Academy regards the promotion of Health & Safety to be of the utmost importance for all personnel that attend as pupils, work in and visit our school.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instructions so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- Periodic review of the safety policy as school activities and the associated risks change.

We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.

Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.

Further information can be obtained from Gloucestershire County Council SHE Unit.
Email: sheunit@gloucestershire.gov.uk

Fire Evacuation

The safety of everyone is paramount at Coaley C of E Primary Academy.

Please note the key information listed below to help keep our whole school community safe.

If you discover a fire...

- Sound the fire alarm at once
- If you are free of other duties, try to put out the fire using the appropriate extinguisher or blanket
- The headteacher or administrator will call the fire brigade

If you hear the alarm...

- The adult teaching the class is to take responsibility for the evacuation of that class
- Other adults help to supervise the evacuation of the building ensuring that all children join their class lines at the assembly point at the rear of the school playground
- All visitors to exit the building from the nearest fire exit point.
- **Assembly point: Rear end of playground (the carpark end).**
- Take the register/ admin will account for visitors from the visitor sign in book.
- Stand at the front of your class line with the register held in the air when all of the children are accounted for.
- Admin will raise hand to show that all adults are accounted for (staff and visitors)
- Await further instruction from headteacher

Fire instruction for children...

- If you discover a fire- immediately tell the nearest adult.
- If you hear an alarm- stay calm, stop talking, listen to adult instructions, walk silently to the playground, line up silently, listen for your name on the register.