

**Riston C.E. Primary School**

Main Street , Long Riston HU11 5JF Tel 01964 562422

**CHILD PROTECTION INFORMATION**

**FOR VOLUNTEERS/VISITORS TO**

**RISTON C.E. PRIMARY SCHOOL**

Dear Visitor,

If you have any concerns or allegations of harm, these must be immediately reported to the Designated Safeguarding Leads who are





 **Mrs Sarah Hall or Mrs Lyndsay Preston**

 **Designated Selfguarding Lead Deputy Designated Selfguarding Lead**

In the first instance, this may be done verbally but MUST be followed up by completing a cause for concern form. These are in a red folder (blue in the case of lunch time staff) in each classroom. In the unlikely event of the DSLs not being available, please see Miss Nixon (Y5/6 class teacher and lead teacher for the school.) The red folder includes a copy of the Child Protection Procedures Staff Reference Guide. Please ask a DSL if you need any support.

Alternative contacts…

Safeguarding Governor- Mrs Louise Hamson. Contact through the school office 01964 562422. Local Authority Designated Officer- Mr Tony Marsh 01482 392139 or email tony.marsh@eastriding.gcsx.gov.uk

**Please turn over for Fire procedures.**



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**Advice on the procedure in the event of a fire.**

A person finding a fire should break an alarm switch immediately.

On hearing the alarm leave the building by the nearest **outside door**.

Any Staff not in their classroom should join their class immediately via the outside of the building at the assembly point. No-one should re-enter the building.

THE ASSEMBLY POINTS are the on the **School Playground**.

**The Admin Assistant will bring out:**

Registers

Visitor Book

Staff signing in and out sheet

Emergency box

Pupil medication

Village Hall Key

The Admin Assistant is responsible for ensuring all adults have vacated the building by checking the staff sign in and out sheet and the visitor book. They are also responsible for handing the registers and pupil going out sheets to teachers at the assembly points.

Class teachers are to ensure all pupils are accounted for and are to report any missing children to the Headteacher (or the person deputising) immediately.

The Headteacher (or person Deputising) will, as far as it is safe, check the fire panel to locate the fire to establish the cause of the alarm. They will then check the building is clear.

The Headteacher will dial 999 and inform the Fire Brigade.

Await instructions from the Headteacher before moving pupils or students from assembly points. If the school site needs to be evacuated the pupils will be walked to the village hall. If staff have mobile phones **to hand** when the fire alarm sounds they should be picked up when vacating the building.

In the event of a total evacuation parents will be contacted using the lists in the emergency box. The Admin Assistant will co-ordinate this process.