

Together with God, we love, learn and grow



Riston
CHURCH OF ENGLAND
PRIMARY ACADEMY



NO PHONES IN SCHOOL

(Please leave in the office, classroom cupboard or staffroom)



Riston Church of England Primary Academy

Main Street, Long Riston, HU11 5JF T: 01964 562422

CHILD PROTECTION INFORMATION
FOR VOLUNTEERS/VISITORS TO
RISTON CHURCH OF ENGLAND PRIMARY ACADEMY

Dear Visitor

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



Mrs J Marsden
Designated Safeguard Lead

or



Mrs L Preston
Deputy Designated Safeguarding Lead
Who can be found in the EYFS room (Robins – Red Room)

We use an electronic system called CPOMS. If you do have a cause for concern you **MUST** make either the DSL or the DDSL aware. In the unlikely event of the DSLs not being available, please see Mrs Buttifant (Y5/6 class teacher and lead teacher for the school.)

Lock Down Procedure

This is referred to as 'Story Stop' when children are present. Please see '**Story Stop Procedure**' poster on classroom wall.

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 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.

First Aid

In the unfortunate event of an accident or injury, first aid is available. Advise any member of the school staff if you require first aid for a prompt referral to one of our first aiders. All accidents must be reported and recorded by a member of staff.

Designated School First Aider: Mrs Rodgers – School Office (*in the absence of Mrs Rodgers please see a class teacher*)