

# Emergency procedures

## Fire Alarm

Visitors and volunteers must familiarise themselves with the recommended fire exit routes and the fire action notices which are displayed in all rooms and corridors throughout the school.

if the fire alarm sounds:

- Leave the building calmly and promptly using the nearest available exit as shown on the fire evacuation maps
- DO NOT return to collect any belongings
- Proceed to the main assembly point on the main playground/ bottom end
- If on the field, assemble at the far end of the field
- If you require special assistance in the event of a fire, please inform the school office on your arrival

## Lockdown

In the event of a lockdown:

- A whistle will be blown by a member of the safeguarding team, to notify the rest of the school that a lockdown procedure needs to commence
- Staff outside or in the Annex will be notified by the use of a walkie talkie and instructed what to do
- If inside, visitors to remain in the office areas
- All windows to be shut, blinds to be drawn and doors to be locked
- Children and staff will go to designated areas
- Maintain silence where possible

# Safeguarding Team

If you are worried about the safety of a child, please speak to a member of the safeguarding team.



**Mrs Sharon Bowditch**  
Designated  
Safeguarding Lead



**Mr Andrew Wood**  
Deputy Designated  
Safeguarding Lead



**Mrs Jo Walmsley**  
Deputy Designated  
Safeguarding Lead



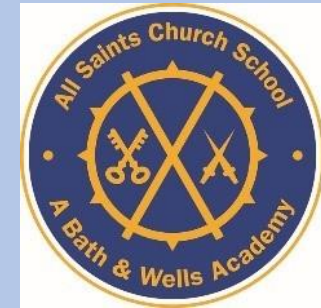
**Mr Adam Cashmore**  
Deputy Designated  
Safeguarding Lead



**Mrs Sarah Foy**  
Safeguarding  
Governor

**Children's Social Care 0300 123 2224**  
**Early Help Hub Advice - 01823 355803**  
**Email: [Childrens@somerset.gov.uk](mailto:Childrens@somerset.gov.uk)**

# All Saints Church School



## Safeguarding and Health & Safety

### For Visitors & Volunteers

We hope that your visit is an enjoyable experience and that you find our environment safe and welcoming. Please take time to read the information in this leaflet. By signing in you are acknowledging that you have read and understood this information.

