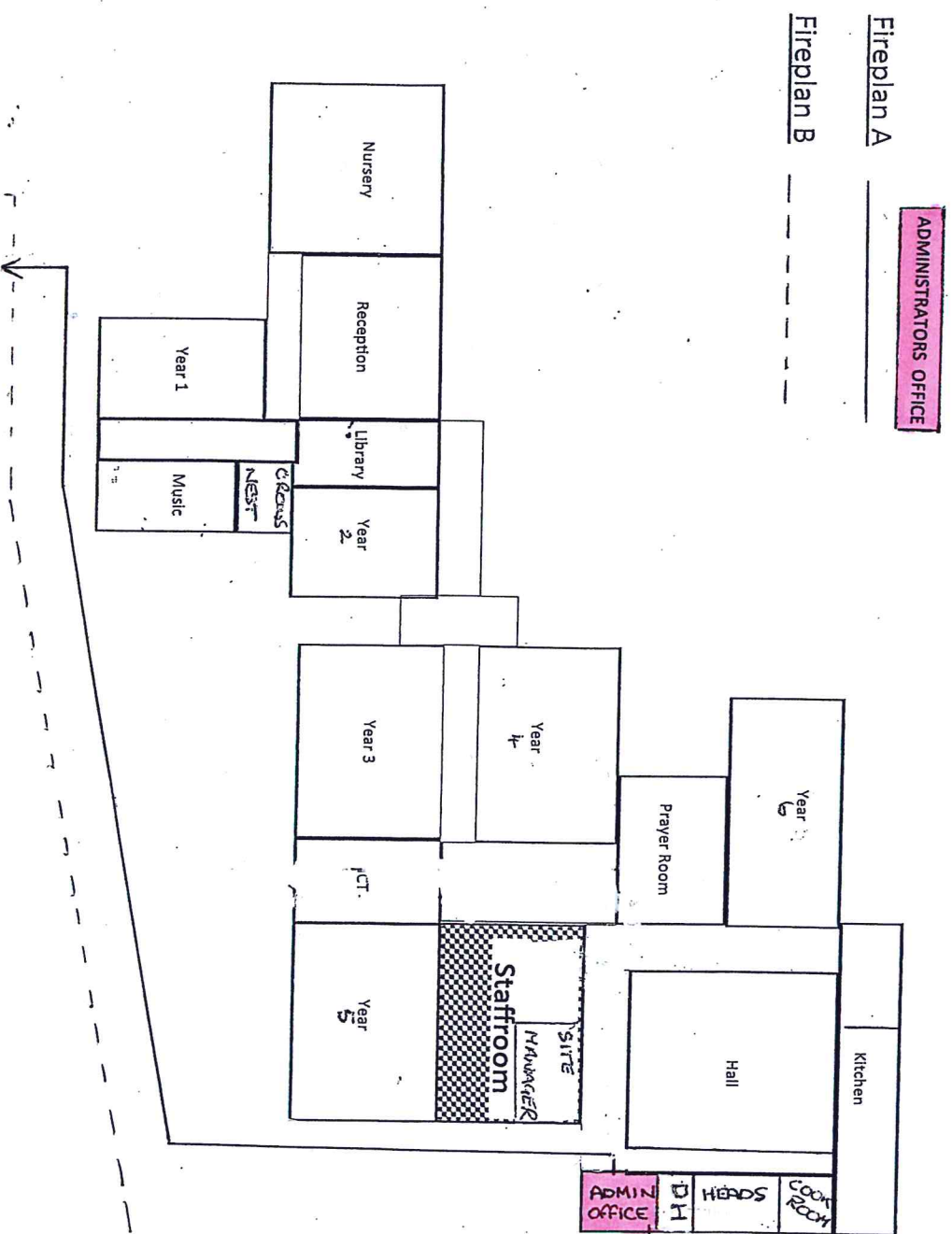


## Plan of School - Fire Evacuation



General School Plan. Please see the designated Fire Exit for each area, displayed in every room.

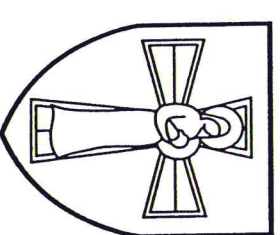
## St Mary's Catholic Primary School

Barn Lane

Bodmin

Cornwall, PL31 1LW

Acting Headteacher: Mrs A McGovern



## Information for Visitors

### Fire Evacuation

### Safeguarding

### Health & Safety

If you require any further information please  
contact the School Office

[secretary@st-marys-bod.cornwall.sch.uk](mailto:secretary@st-marys-bod.cornwall.sch.uk)

[www.st-marys-bod.eschools.co.uk](http://www.st-marys-bod.eschools.co.uk)

## Fire Evacuation Procedures

- If the fire alarm sounds, treat it seriously unless you have been informed otherwise by a Teacher or the Site Manager.
- A member of staff will call the Fire Brigade immediately once the alarm is sounded.
- In the event of discovering a fire raise the attention of others using the nearest fire alarm point. The alarm is raised by breaking the glass of the fire alarm call point (located throughout the school) - see school plan.
- The fire alarm is a continuous ring of the bell.
- Fire-fighting equipment is provided to assist in securing your means of escape - only trained persons should tackle a fire.
- On hearing the fire alarm, please make your way to the nearest fire exit (clearly signposted).
- All Classrooms and learning areas have a fire exit located in them.
- The designated assembly points are located on the lower playground at the front of the school. Once assembled, all pupils, staff and visitors will be checked off (please ensure you have signed in at the Office on arrival).
- Listen to directions given by the Teacher or the Site Manager.
- Please stay calm and under no circumstances stop to collect any personal belongings.



## Safeguarding

Everyone working in or for St Mary's School, whether they are a paid worker, volunteer or a member of the community has a responsibility to keep our children safe. To ensure this happens the following procedures are in place:

- A Disclosure & Barring Certificate is completed for all new appointments to the workforce and any volunteers who help on a regular basis.

- All staff and students undertaking teacher training sign an 'Acceptable Use Agreement' before using the School network to ensure they are aware of their professional responsibilities within any ICT formats. This also ensures understanding that any personal data must remain secure.
  - All staff are directed to the School's Safeguarding Policy as part of their induction and given a copy of the 'Keeping Children Safe' leaflet (also issued with this publication).
  - At St Mary's School the Designated Senior Person with responsibility for child protection is *Lorna Drzymala*. The Deputy Designated Seniors are *Alana McGovern* and *Rebecca Jones* (also referred to as Safeguarding Officers).
  - If you hear, see or read anything which troubles you about a child, do not ignore it but report your concerns to our Designated Safeguarding Officers.
- The Safeguarding Policy can be found in the School Office and on the website.

## Health and Safety

St Mary's School is committed to providing a safe and supportive environment for pupils, staff and visitors. In order for us to provide a secure and safe site we request your full co-operation during your visit.

St Mary's School ensures that:

- Classrooms, work areas and equipment will be constantly checked to ensure the safety of all children.
  - Any protective equipment will be used when necessary.
  - A First Aid Coordinator is on site to ensure all First Aid equipment is available at strategic points throughout the School. They also ensure the correct level of equipment is maintained, and that there are a sufficient number of personnel trained in First Aid.
  - Doors remain closed to prevent intrusion and to ensure smooth exits.
  - Visitors and volunteers enter through the main entrance/foyer and sign in at the School office.
  - Visitors leave via the main entrance/foyer, return their visitors badge and sign out.
  - Outside doors and gates remain locked.
- If you require emergency assistance please notify the nearest member of staff.