

Fire and Emergency Procedures

Fire Alarms

When the fire alarm sounds everyone should make their way to the muster points on the Sports Field.

- Teachers must evacuate their classes
- At break times and after school, pupils must make their way to the muster points and line up in their form and the roll will be called.
- Visitors must report to the School Business Manager at the muster points.

All visitors and temporary staff please make note of the Fire Exit for the zone you are working in.

- Anyone discovering a fire should sound the alarm.
- Normally a member of the Admin Team will telephone the emergency services. However, any member of staff can dial 999, to avoid delay, but they must then inform the Admin Team immediately.

When the fire alarm sounds everyone should evacuate the building, closing all doors behind them. Leave any personal belongings. Please do not return for any reason

Thank you for visiting Eastbrook School.



Eastbrook School

Safeguarding

Keeping Children Safe

Information for Visitors and
Temporary Staff

Signing in

All temporary staff and visitors are required to show photographic identification on arrival and to sign in when entering the school.

DBS is also requested to be seen. If this is seen, a green lanyard is provided. If DBS is not seen, a red lanyard is provided and temporary staff and visitors are not to be left unsupervised when in the school building. Staff have been instructed to question people without a lanyard, or anyone with a red lanyard that is unsupervised, and will escort them back to the school office. Please remember to sign out at the office at the end of the school day.

What is Safeguarding?

Children should be free from harm and danger. It is everyone's responsibility to ensure that they are safe. Safeguarding means protecting children from harm and acting on concerns for a child's safety and wellbeing. This includes, physical, sexual, emotional, online abuse and neglect.

The school adheres to Government Guidance 'Keeping Children Safe in Education (2020)' and 'Working Together to Safeguard Children (2018)'. The school has procedures in place and a policy that all staff, volunteers and visitors must work to. The School Safeguarding and Child Protection Policy can be found on the school website or can be requested from the school office.

Our Safeguarding Team

These members of staff are responsible for all aspects of safeguarding in our school:

Ms Cherrelle Hinds-Swaby

Deputy Designated Safeguarding Lead



Ms Jill Baker

Mr Paul Frith

Ms Michelle Marquis

Mr Keith Coffey

Executive Headteacher

Headteacher

Named Governor for Safeguarding

Chair of Governors

Mr Neil Tobias

Assistant Headteacher

Designated Safeguard Lead



What do I do if I have a concern about a child?

- Report your concern to the Deputy DSL Cherrelle Hinds-Swaby by filling out a Cause for Concern Form (available from the office).
If the concern requires immediate attention, please inform Cherrelle in the first instance. If Cherrelle is unavailable, please report to Neil Tobias.
- Deputy DSL will make decision on which action to take next, which may involve contacting other agencies, such as Children's Services, and the parent.
- Action will be recorded on the form and verbal feedback will be given to the person who raised the concern.

In extenuating circumstances, it may be necessary for you to make a referral yourself to Children's Services.

Please contact:

Children's Services

Ground Floor, Roycroft House,

15 Linton Road,

Barking,

IG11 8HE

020 8227 3811 or childrenss@lbbd.gov.uk

In an emergency outside normal office hours, please contact the Police (999)

What do I do if I have a concern about an adult in school?

- Please report your concern to the Head Teacher Mr Frith. If the Head Teacher is unavailable, please report to Ms Baker.
- If the concern is about the Headteacher, please report to the Chair of Governors, who will liaise with the Designated Officer in the Local Authority (LADO): Mike Cullern.

Staff Conduct

- All staff are expected to be professional at all times when working within our school and to dress appropriately.
- All staff are required to adhere to our school policies and procedures.
- Please ensure your mobile phone is switched to silent and is out of sight. Under no circumstances should mobile phones be used when working with children or used to contact children in any way.
- All staff are required to adhere to our Online Safety Policy and Acceptable Use Policy of IT and Internet system in the school.