

The Willows Way

If you are concerned about a child, please contact:

Safeguarding



Safeguarding Officer:

Danielle Mackintosh
Safeguarding Officer

danielle.mackintosh@willows.cardiff.sch.uk

Safeguarding: don't promise confidentiality, no leading questions, listen, take notes, log in myconcern



The Safeguarding Solution

Fire and Emergency Evacuation Procedures

Staff, visitors and contractors should ensure that they are familiar with these procedures and act upon the requirements.

All visitors and contractors should report to reception, sign in using the touch screen on arrival and sign out before leaving the premises. In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him / her to the fire assembly point on the turning circle at the front of the school or the pupil yard at the back of the school.

Action when discovering a fire

- Raise the alarm without delay using the nearest fire alarm.
- Evacuate any pupils under your care to the nearest assembly area.
- Contain the fire by closing all windows and doors if safe to do so.
- If trained in the safe operation of the available fire-fighting equipment and only if safe to do so, attempt to extinguish the fire.
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who still may be inside.

Action when the fire alarm sounds - a continuous siren sound

- Evacuate all pupils in an orderly fashion via the nearest fire exit taking any visitors with you.
- Do NOT use the lift.
- Do not delay exit to collect belongings.
- Close windows and doors behind you if safe to do so.
- Go to the nearest assembly area and ensure that you are accounted for. Pupils line up with their Form Tutors
- Do not re-enter the building until the all-clear is given.

Safe Mode Procedure

The safe mode procedure is a response to any external or internal incident which has the potential to pose a threat to the safety of visitors, pupils or staff in the school.

You will be alerted to the activation of the safe mode procedure and will be informed whether the threat is inside or outside the school:

Threat Inside - this signifies that the possible threat is inside the school building, you should remain in the room you are in, lock the door and ensure that all occupants cannot be seen from the door window.

Threat Outside: this signifies that the possible threat is outside the school building, you should remain in the room you are in and ensure that all occupants cannot be seen from the external windows.

