

Safeguarding & Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet which is intended to ensure your health and safety whilst at Exmouth Community College.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges. Please wear your visitor's badge at all times when on site. Please return the badge and sign out when leaving.



Security

All visitors, supply staff and contractors coming into the college must report to Reception.

As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that staff and students can see you are a visitor. Depending on the circumstances you may also be asked to show any identification and your DBS certificate.

If you are a regular visitor to the college, you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge.

Fire and Evacuation: see maps

If you have a host they will explain and guide you through any emergency procedures. If you are working in the College for the day please ensure you read the fire evacuation notice in the room you are in. If the alarm sounds for any reason follow the instructions (our alarms are a person issuing a message) If you are asked to evacuate, all the rooms have a number which corresponds to an area in the evacuation zone where you should report to. If you have students with you please ensure they leave calmly with you and their names are given to the fire marshal who will be at the evacuation point.

First Aid

We have several trained first aid staff, please alert a member of staff if you feel unwell and they will call for assistance for you. If you feel an ambulance is needed please ring ensuring you specify the address of the College and which site you are based on. Please alert reception if an ambulance has been called.

Health and Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our College it is essential that you follow any health and safety guidelines that may apply.

Smoking

Exmouth Community College is a non smoking college.

Please **do not smoke anywhere on the school site.**

Evacuation of buildings in case of emergency- guidance for visitors to the college

Adults visiting or working on the College site play an important part in the life of the college. You can play a part in keeping students safe whilst working at, or visiting, the college by observing the following guidelines.

- If you have any concerns that a student may be at risk of harm, report it immediately to the Senior Designated Person for child protection who can be contacted via any of the offices. Do not discuss your concerns with the student and do not carry out an investigation.
The Designated officers at this College are Henrietta Miles ext 5650, David Turner ext 5677, and Graham Allen ext 5613.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone. Inform one of the designated people immediately. If you are teaching, cover will be arranged for you to do this via Judy Butcher.(Key Stage 3 Office, Green Close)
- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your email address unless it is a professional one and is part of the reason for your visit.
- Do not engage in any communication with students using social networking sites.

Further details about all this information can be found on the college website in the policies area.

**Thank you for helping to keep
Exmouth Community College safe.
See Overleaf For Maps**

Buildings Evacuation : General

Each fire alarm point is clearly indicated by “FIRE ALARM” followed by the appropriate operating instructions.

Fire Escape routes and assembly points are posted in every room. For a guide see below and maps .

Buildings Evacuation : Gipsy lane

ROOM/BLOCK

EVACUATION PROCEDURE

Ground floor rooms:-

Evacuate the room by the safest route to exit the building and head to the Large Astro sports pitch on Gipsy Lane Site.

All Buildings

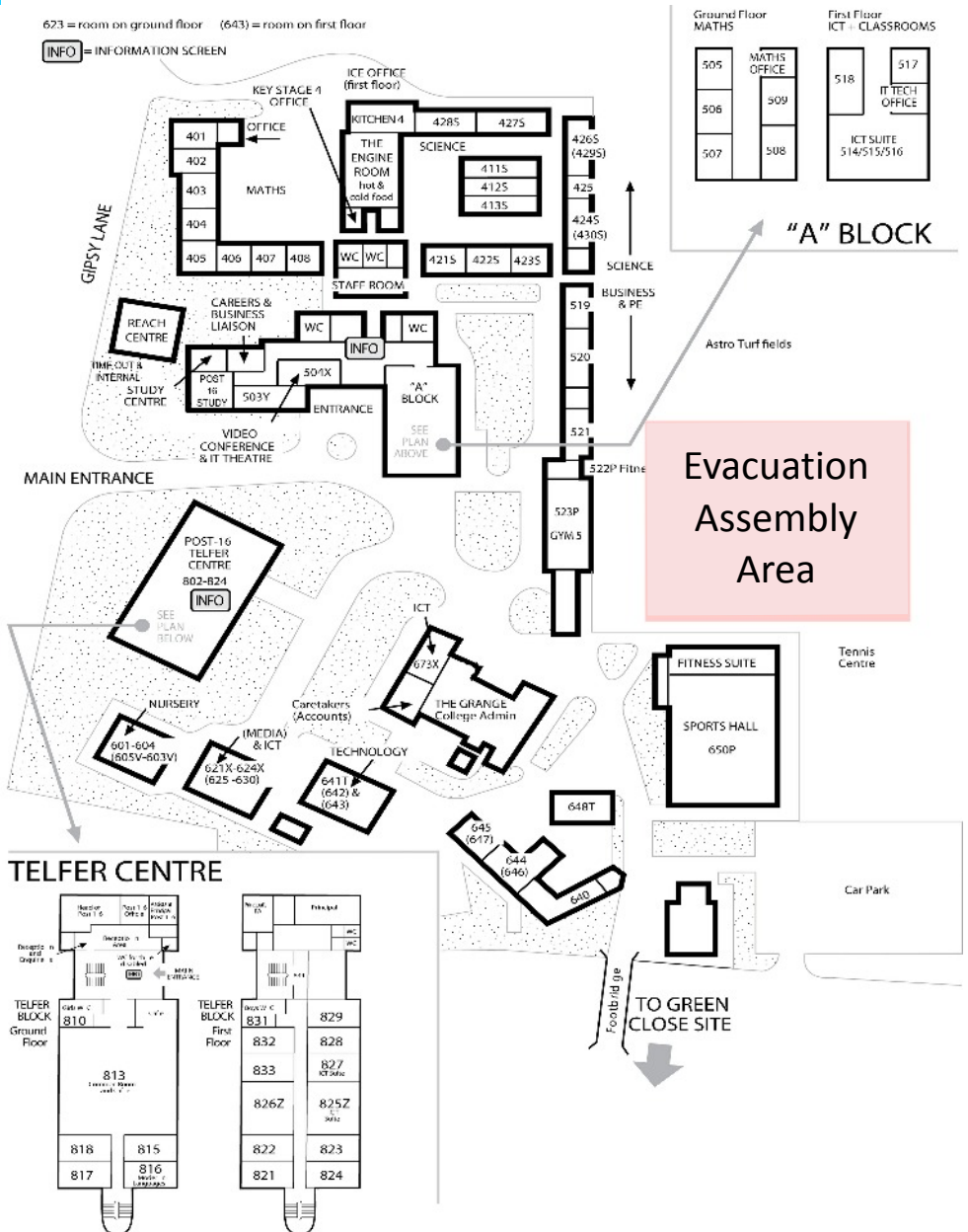
First Floor Rooms:-

Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway

Buildings Evacuation Map: Gipsy Lane

623 = room on ground floor (643) = room on first floor

INFO = INFORMATION SCREEN



Buildings Evacuation: Green Close

ROOM/BLOCK

EVACUATION PROCEDURE

Ground floor Rooms:-

Technology Block
(Block 18),Languages
Block (Block 22),Dance
Studio (Block
23),Modern Languages
(Block 25),Turner
Building (Block 37)
Classics.

·Evacuate the room by the safest route to exit the building and head to the Coach Park/ Basket ball area on the Green Close Site.

First Floor Rooms:-

Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway. Make your way to the Coach Park area.

Science, Art & Music
(Block 40)

First Floor Rooms:-

Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway. Make your way to the Coach Park/ Basket ball area on the Green Close Site.

Ground Floor Rooms:-

Evacuate the room by the safest route to exit the building and head to the hard surface area at the front of block 11 on the Green Close Site.

Geog/History/Library/
ICT/RE
(Block 11)

Ground Floor Rooms:-

Evacuate the room by the safest route to exit the building and head to the hard surface area at the front of block 11 on the Green Close Site.

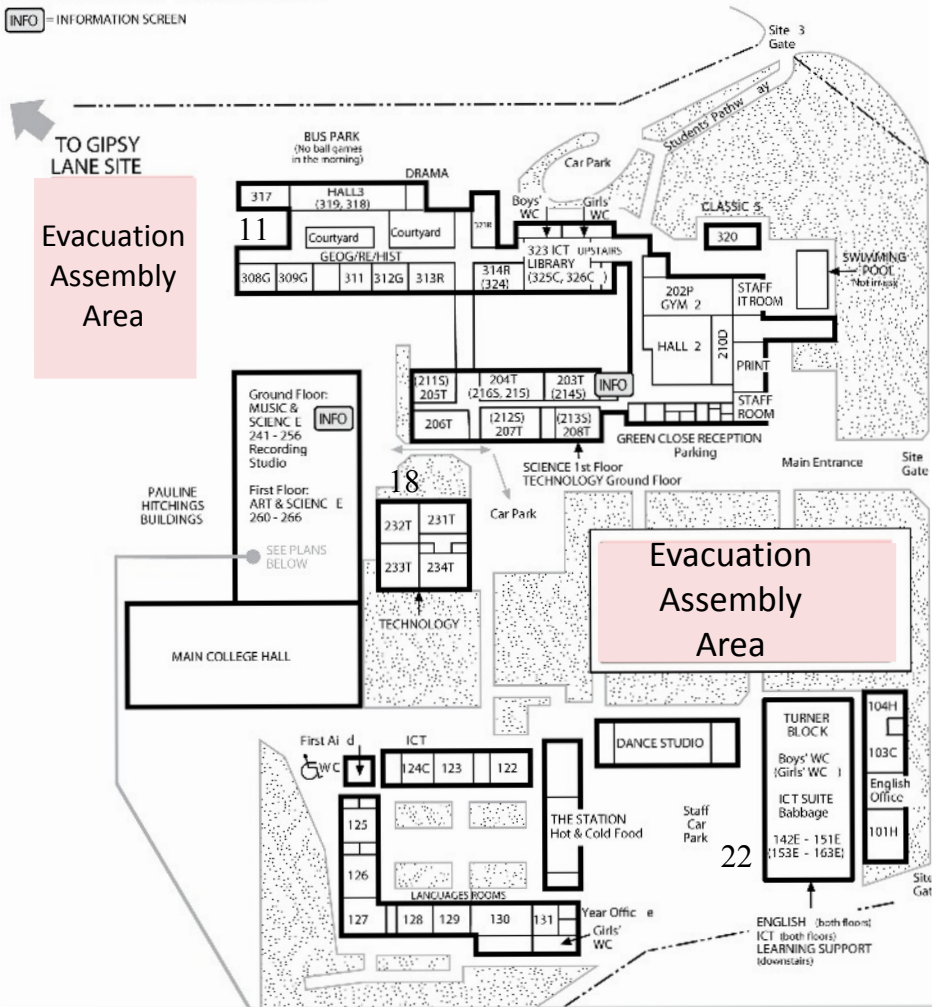
First Floor Rooms:-

Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway. Make your way to the Hard surface area at the front of block 11 on the Green Close Site. (if the fire is in the science wing students and staff will be directed to the point within the tennis courts furthest away from the block

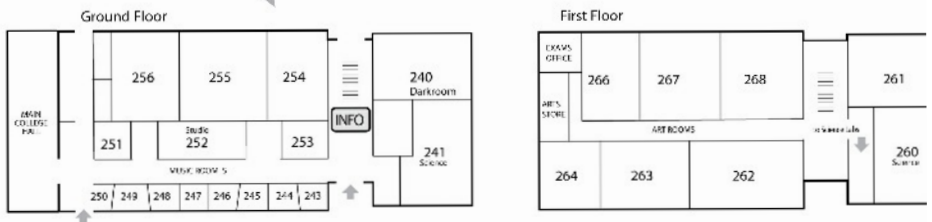
Buildings Evacuation Map: Green Close

314 = room on ground floor (324) = room on first floor

INFO = INFORMATION SCREEN



THE PAULINE HITCHINGS BUILDING



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