

## Contents

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Please read this leaflet to ensure our children and you are safe at all times.

- First Aid
- Fire Procedures/Emergency Evacuation
- Safeguarding



### Palace Wood Primary School

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## Palace Wood Primary School

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### Safeguarding Information for Visitors

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#### Lanyards/badges

You have been given a visitor sticker so you can be identified as correctly signed in via our main office. Please ensure you wear this at all times during your visit to Palace Wood Primary School.

Staff wear lanyards which contain cards that identify the wearer's name, role and, for staff, have a photograph too.

**We ask that you do not use your mobile phone whilst on the site.**

Please report any accidents or near-misses to the Office so we can record these correctly.

## First Aid

All school staff, including temporary or supply staff, are aware of the medical conditions of children at this school and understand their duty of care in an emergency. Please ask any staff member if you notice a child needing assistance.

**The named First Aid staff are displayed around the school.** The school ensures first aid qualifications are valid and renewed.

Our paediatric first aiders are Mrs Chawner and Mrs Moule (Acorn building).

All children with a medical condition at this school have an individual healthcare plan (IHP) which explains what help they need during an emergency. The IHP will accompany the children should they need to attend hospital. Parent/carer permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

## General safeguarding advice:

- Adults should ensure that they are **never alone with a single child in a secluded area** e.g. in a room with a door closed.
- In cases where children will not co-operate or respond to instruction, please refer them to the class teacher who will follow the school's behaviour policy. **Do not under any circumstances physically take hold of a child for any reason.**
- Please also **respect confidentiality** issues within school.
- Please report any safeguarding concerns (including Child Protection, extreme or radicalised behaviours or concerns) to any of our DSLs (pictured below) who will be happy to assist and deal with your concern in accordance to our safeguarding policy.



Mr Chatley—  
Headteacher (left)



Miss Ridout—Deputy  
Headteacher (right)



Mrs Vincett—Assistant  
Headteacher (left)



Mrs Root—SENCO  
(right)

## Evacuation Procedure

When you hear the fire alarm during lesson time, pupils should line up in silence and leave the classroom immediately, following the instructions displayed on back of the classroom door. Apart from the medical bags, do not stop to take anything with you. The last person out of the room should shut the door.

Specific instructions are displayed in each classroom showing the exit route. An alternative route should be used if the primary exit route is blocked. All classes should assemble at the prearranged assembly point on the Year 3/4 (top) playground if being evacuated out of Oaks' building and the Acorns' playground if being evacuated out of Acorns' building. Teachers/staff in charge of the class should be with the class at the front of the line. Pupils not with their class should leave the school by the nearest exit and line up with their own class at the assembly point. Under **NO CIRCUMSTANCES** should they try to return to their classroom.

Remember to stay calm and follow these rules.

## Playtime/lunch/after school procedure

- If the alarm bell sounds during play/lunch/after school, all persons inside the building should leave by the nearest exit and proceed to their Fire Assembly Point
- The members of staff on duty will put their hand up to summon the children into lines
- The pupils will then be moved away from the building and instructed to proceed quietly to the Fire Assembly Point

## Site evacuation

In the event of the need to evacuate the entire site (for example, if there were a bomb scare), all persons on site need to leave the site by the nearest exit and head to St. Nicholas Church, Poplar Grove.