

## Church Lawton School

### Fire Policy for Visitors

Issue date:	September 2014
Agreed by Governors	December 2015
Reviewed:	December 2016
Reviewed:	December 2018
Reviewed:	December 2021
<b>Next review date:</b>	<b>December 2024</b>

## Welcome to Church Lawton School

### All visitors please note:

#### **Health & Safety:**

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the health & safety of yourself and others.

#### **Challenging Behaviour:**

Many of our pupil's exhibit challenging behaviours. Unless you are a regular visitor you should be accompanied at all times and be supported to stay safe during your visit.

Please follow the guidelines of our staff.

#### **FIRE Emergency:**

If the fire alarm should sound, please leave the building by the nearest safe exit and proceed to the assembly point, which is out in the front car park by the trees. Do not stop to take personal belongings. You will be advised when entry is permissible. Should you require assistance with the evacuation procedure please highlight this to the office staff who will ensure the relevant staff are aware and will assist you should the need arise.

#### **Personal Property:**

The school cannot be held responsible for any loss or damage to vehicles and / or personal possessions whilst using or visiting the premises.

#### **Security:**

Please do not enter any area of the premises unless escorted by a member of staff or by prior arrangement.

#### **Smoking:**

Please observe our No Smoking Policy.

#### **Confidentiality:**

All information given or taken during your visit is subject to our standard conditions of trading.

If you have any concerns about anything you see or questions about child protection, please let us know and we will arrange for you to speak to our designated safeguarding lead (DSL).