

Emergency Fire Procedures

Every room in college has the fire evacuation procedure displayed on the wall or on the door.

- On discovering a fire operate the nearest Fire Alarm



- Evacuate the building by a safe route following the fire exit signs and make your way to the Fire Assembly Point. This is across the car park beside the minibus bays



- Inform a member of staff of the location of the fire
- DO NOT re-enter the building at any time until authorised to do so by the Fire Warden

Concerns about anything?

If you have ANY concerns please report them to the following staff.



Val
Howorth



Paul
King



Neil
Bothwell

In their absence please see another member of the Senior Leadership Team.

Woolston 6th Form College
Woolston Learning Village
Holes Lane
Warrington
WA1 4LS

Tel: 01925 811447

Email: woolstonsixthformcollege@warrington.gov.uk



Welcome to Woolston 6th Form College

It is our priority to ensure students and adults working in college are kept safe.

We expect high standards of conduct from everyone working with our students.

We are committed to collaborative working with visiting professionals to college and want to make them feel part of our extended support team.

Protecting our students

We require **ALL** visitors on their initial visit to college to sign in at reception and show photographic identification.

We require **ALL** visitors that will be working with our students to provide a DBS certificate.

Visitors will be required to wear a visitor badge or sticker while in the college building.

Visitors are **NOT** permitted to use mobile phones on the premises or to take any photographs without permission.

If you need to make a telephone call you may use the telephone in the front office.

Keeping you safe

- All visitors are subject to college Health & Safety Regulations.
- Smoking is not permitted on site—please see reception for designated smoking area off site.
- All cars are parked at the owners risk and should not be parked anywhere except a designated parking bay. Please ask at reception if there are no spaces and you will be directed to available parking areas.
- Please return visitor badges and stickers to reception and sign out before leaving.
- Please report any unacceptable behaviour that you witness from a student or an adult before leaving the building.
- Please make yourself aware of the fire evacuation procedures and location of the fire exits which can be found in every room.
- In the case of an accident first aid support will be provided in college. A list of first aiders and their contact numbers are displayed around college.

If a student discloses to you...

Reassure the student

Inform them that you will pass the information to the safeguarding lead
Complete a safeguarding concern form (available from reception)

DO NOT promise confidentiality
DO NOT ask leading questions
DO NOT investigate what has been said

CPOMS

As a college we use CPOMS to manage and track incidents regarding safeguarding and child protection. CPOMS tracks communication with parents and carers, as well as students themselves. All records of meetings held or conversations with a student or parent are recorded on the system, in a safe, secure and searchable record.