



## **Al-Baraem Arabic School Fire Policy**

In the event of a fire we will follow The Holy Cross School fire safety procedures. The Director of Al-Baraem Arabic School, and an additional representative, have been fully briefed as regards all Health & Safety protocols including Fire Safety procedures. This information has been cascaded down to all staff and volunteers of Al-Baraem Arabic School.

1. Al-Baraem Arabic School will keep registers for staff, volunteers and students to ensure that we know who is on the school site at any given time. Guests (family members), when invited onto the school site will also sign a register.
2. Al-Baraem Arabic School will escort all students through the nearest fire exit and out to the **Assembly Point in front of The Holy Cross School**.
3. Al-Baraem Arabic School will check registers against those present at the assembly point.
4. Al-Baraem Arabic School will share the registers with the Premises Officer on duty who will liaise with any staff from the Fire Brigade or other emergency services.
5. Al-Baraem Arabic School will communicate with parents as needed and as appropriate.

In the case that we are not allowed to return to the school, you will need to meet us at the Assembly Point which is located in front of The Holy Cross School. Parents/Carers will only be allowed to collect their child after making their presence known to Al-Baraem School to ensure that the register remains an accurate reflection of who is on the school site at any point in time.

**Please do not just take your child: You must inform the school management and sign the registration sheet.**