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| Safeguarding Policy (Section F) / Welfare & Implementing Safeguarding Policy and Procedure | FOR ETOs & PARENTS AND/OR LEGAL GUARDIANS OF U18s |
| Updated: March 17 | Due to be reviewed: March 2018 |

F7. FIRE SAFETY

OVERVIEW

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the staff have a responsibility to **safeguard** all students, and an extra **Duty of Care** for students under 18 (U18s). Part of our safeguarding responsibility is to ensure procedures are in place in case of the need to evacuate its premises at 324 Wimborne Rd, Bournemouth, Dorset BH9 2HH.

LEVEL OF FIRE RISK

Capital School of English has been classified a low risk company in terms of fire but as a school teaching International students from all around the world where English a second language the school takes its responsibilities very seriously in terms of Health and Safety.

FIRE SAFETY & EVACUATION POLICY AND PROEDURE

CSE will ensure that:

- i. There is an 'Emergency Evacuation Policy and Procedure' in place and it is reviewed annually or when necessary.
- ii. All members of staff are aware of the 'Emergency Evacuation Policy and Procedure'
- iii. the fire extinguishers are checked annually.
- iv. fire drills are conducted 4 times a year.
- v. there are sufficient trained fire wardens available.
- vi. Inform all students, irrespective of age, at induction of the Emergency Evacuation Procedure.

In the event of a fire all students must follow the instructions given by members of staff and make their way to the assembly point under the direction of CSE staff. In the event of a fire/fire drill all 16-17 year olds will be treated the same as all students.

VULNERABLE STUDENTS OR STUDENT WITH DISABILITIES

Vulnerable students or students will disabilities who are considered more vulnerable will follow the additional procedures put in place in their personal risk assessment completed on arrival by a nominated fire marshal.

For more information, see the 'Emergency Evacuation Policy and Procedure'.