

Important Safety Information

Visiting Staff Safety Procedures:

- Please give CEEC staff a pupil register and list of accompanying adults upon your arrival, highlighting any pupils with behavioural or medical issues.
- **As a teacher, you are responsible for the safety and behaviour of your class at all times.**
- We advise that you visit CEEC before your visit and complete a risk assessment for the day.
- Classes must be accompanied by sufficient adult child ratio:
Early years/reception 1:2
KS1/KS2 1:6
KS3 1:10
Children must be supervised by these adults at all times and certain activity programmes may require additional help.
- **Each class must be accompanied by an adult with a good working knowledge of first aid and a well stocked first aid kit.**
- Valuables may be left in the office if required.
- Please ring the centre for advice on suggested suitable clothing.

On hearing the fire alarm:

- Evacuate the building via the nearest fire exit.
- Assemble at assembly point in the car park.
- Check pupil register with centre staff.

Accidents:

All teaching staff at CEEC are trained First-aiders and are equipped with the knowledge and materials needed to deal with minor injuries. If further action is needed, please alert CEEC staff and telephone for an ambulance or contact a local hospital:

Kent and Canterbury Hospital, Ethelbert Road, Canterbury
Tel: 01227 766877

OR

Thanet General Hospital, St Peters Road, Margate
Tel: 01843 225544

Water:

- Running is not permitted anywhere on the nature reserve.
- Keep a safe distance from the edge of all water bodies and stay behind safety barriers at all times.
- If someone falls into the water, use the rescue aids provided (life rings and safety poles) to help them out of the water. DO NOT get into the water yourself. Rescue aids are provided at regular intervals around the lake (e.g. at CEEC buildings, Sebastian's Throne, Ant Island, Pylon Picnic Site etc).
- Under NO circumstances should anyone venture onto a frozen lake.