

## **MERE SCHOOL**

### **Procedures for Personal Alarms**

- 1 Every member of staff will carry a personal alarm.
- 2 The batteries on each alarm need to be tested monthly. Each member of staff will be responsible for this. Alarms will be tested before or after school on the first Monday of each month.
- 3 Spare alarm fobs are stored in the office for supply teachers and students.
- 4 When the alarm sounds:
  - all TAs congregate in office (teachers on Friday afternoon),
  - admin officer (assistant in her absence) sends TAs to check various areas,
  - appropriate action is taken once the source of action is identified.
- 5 A personal alarm drill will take place each term.
- 6 The alarm is disarmed once appropriate action has been taken.

Summer 2007

Review: Autumn 2010