



Rich fields of learning



## Butterknowle Primary School

### Policy on School Emergency Planning Policy

April 2021

#### **1 Aims and objectives**

- 1.1 The aim of the School Emergency Plan is to manage the effects of any emergency which might occur within the school so that every reasonable step is taken to:
- prevent or minimise the loss of life and injury to pupils and staff;
  - alert relevant parties, e.g. the emergency services, the local authority, parents/carers and school governors;
  - take control at the scene until the emergency services arrive;
  - minimise disruption to the normal daily routine of staff and pupils;
  - support staff, pupils and parents in the aftermath of an incident;
  - ensure effective working with the media.
- 1.2 We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

#### **2 The basic emergency plan**

- 2.1 The school maintains an up-to-date contact directory (including out of hours information).
- 2.2 The contact directory defines the role to be played by each member of a core team including the headteacher, deputy headteacher and caretaker. The directory distinguishes between the declaration of an emergency in and out of school hours.
- 2.3 The school office is the designated co-ordination point.
- 2.4 The fire alarm will be sounded in the case of any emergency that requires the evacuation of the school premises. Procedures and evacuation routes are displayed in each room within the school.
- 2.5 The headteacher, or next senior teacher in his/her absence, is responsible for managing information exchange between staff, pupils, governors, parents and the local authority.
- 2.6 All new staff joining the school are made aware of the plan, and those with key roles take part in annual training and exercises to test its effectiveness.

### **3 Types of emergency**

- 3.1 The school recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a child going missing, parents failing to collect a child, extreme weather conditions, a deliberate act of violence, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. meningitis).
- 3.2 In the event of a child going missing, the head teacher must be informed or his/her deputy who will then contact the child/s parents, or designated contact and, if necessary local police. Other scenarios include;
- If a child fails to arrive at school having set off for school, the class teacher will be responsible for contacting home to clarify the situation, as soon as possible, before 10am.
  - If a child fails to be collected at the end of the school day, school will contact parents, or other designated persons. Until the child is collected, a minimum of two members of staff must remain on the premises at all times. (see Child Protection Policy).
  - If a child goes missing during the school day, the head teacher must be informed immediately. Parents, or designated contacts will be contacted immediately, and if necessary, the local police.
  - In the event of a parent/designated person arriving at school to collect a child under the influence of drink/drugs and incapable of carrying out his/her duty of care, staff must inform the head or deputy, who will decide on an appropriate form of action, depending on the scenario.
- 3.3 The school recognises that some emergencies which occur off the school site can affect its staff or pupils. Core staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a pupil or member of staff through natural causes or accidents, or a transport-related accident involving pupils and/or members of staff.
- 3.4 The school adheres to the specific guidance issued by the local authority in relation to school closures caused by severe weather or heating failure.
- 3.5 The school will inform parents as soon as possible of any likelihood of closure due to severe weather, or if children are being sent home early or at short notice. Parents are advised to listen to local radio stations.

### **4 Monitoring and review**

- 4.1 Class teachers include regular references to safe and sensible conduct in lessons. Fire drills occur on a regular basis, and their outcomes are logged and reported to the governing body.
- 4.2 The school's procedures for emergencies will be monitored by the headteacher as part of his or her regular duties. A report will be presented to the governing body on an annual basis.

**Signed: Mrs C Carr**

**Date: April 2021**