



Batchwood School

make every day count

Emergency Planning Policy Next Review November 2017

Adopted November 2013
Reviewed November 2014, 2015, 2016
Signed: Kerry Pollard
Date:

Emergency Planning Policy

(To be read in conjunction with the school policies on Health & Safety, Safeguarding and the Batchwood Emergency Response Plan)

1 Aims and objectives

1.1 The aim of the Batchwood School Emergency Planning Policy is to manage the effects of any emergency that 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, for example, the emergency services, the local authority, parents and 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). This is updated termly and is available from the school office.

2.2 The contact directory defines the role to be played by each member of a core team including the Headteacher, Deputy Headteacher, Head Of Care, caretaker (if on site), Admin and Middle Leaders. The directory distinguishes between the declaration of an emergency in and out of school hours. A copy of the role definitions will be found with the contact directory.

2.3 The school office is the designated coordination 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 Copies of the detailed evacuation procedures and checklists for initial action are held in the school office, Headteacher's room, staffroom, class files and school information handbooks. Copies of the plan are also held off-site by core staff in case the school premises cannot be accessed.

2.6 The Headteacher, or next senior teacher in their absence, is responsible for managing information exchange between staff, pupils, governors, parents, carers and the local authority.

2.7 All new staff joining the school are made aware of the plan, and those with key roles take part in annual training 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 deliberate act of violence, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. meningitis).
- 3.2 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.
- 3.3 The school adheres to the specific guidance issued by the local authority in relation to school closures caused by severe weather or heating failure.
- 3.4 The school will inform parents and carers 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 and carers are advised to listen to local radio stations, access the school or local authority emergency website or to sign up for text alerts to their mobile phones about school closures.
- 3.5 The school is fully aware of the possible dangers of its proximity to the local main road. All pupils are given termly instruction on safe play and safe travel to and from school.

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 Head of Health and Safety as part of his or his regular duties. A report will be presented to the governing body on an annual basis.
- 4.3 This policy will be reviewed by the governing body every three years or sooner if necessary.