



# KENSWORTH PRIMARY SCHOOL

## EMERGENCY PLAN AND POLICY

**KPS-030**

This Policy covers the procedures covered by the school should it need to address unforeseen circumstances.

This includes unexpected absence of the Head Teacher, closure due to bad weather or steps to follow during the need to lock down the school.

Agreed by	The Full Governing Body
Signed	x  Anthony Todd (Chair of Governors)
Date	January 2017
Next Review Date	November 2018



## School Context

Kensworth Primary School nurtures a culture of safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Ensuring that a safe, child friendly environment is available to all children, staff and volunteers is a key part of achieving our aims.

## Policy Aims

This policy aims to provide the steps needed to ensure the welfare of all the children, staff and volunteers while on school premises should an unforeseen event occur.

This policy also is required to conform to Health and Safety legislation.

Therefore it should outline the actions to be taken with regard to unforeseen events either at the beginning of, or during, the school day. This could include:

- Unsafe site (due to adverse weather conditions, power failure, etc)
- Insufficient staff (or other suitably qualified personnel) to care for the children safely
- A situation which requires a safe lockdown of the site for the protection of children.
- The unexpected long term absence of the Head Teacher.
- By the request of emergency services (local emergency situation)

## General Procedures

### Closure Decisions

Any decision to close the school will be made by the Head Teacher in consultation with the Chair of Governors. Our main priority in making any closure decision is to ensure the safety of all the children and adults.

The school will make all practical efforts to keep parents/carers informed in respect of the situation at school, as we appreciate the uncertainty and difficulties this can cause parents/carers.

To assist us in the above, it is important that each child's emergency contacts are kept up to date. It is the responsibility of parents/carers to provide such contacts to the school, and notify them of any changes.

- **Closure at the start of the day**

Any closure decision at the start of the day will be made between **7.00 – 8.00am**.

In the event of closure, a notice will be put on the school website, facebook page, a message will be put onto the school answerphone, and the Local Authority will be informed. The local radio will may also be informed if appropriate (such as closure due to bad weather) such that it can be added to the list of closed schools which will be read out at regular intervals. We will



also endeavour to send out a text message to all those parents who are registered on Parentmail.

- **Closure during the school day**

If circumstances arise which require early closure during the school day, parents/carers will be contacted **via the emergency contact details** given and registered on Parentmail and asked to collect their children.

In addition, a notice will be put on the school website and facebook page, a message will be put onto the school answerphone, and the Local Authority will be informed. Early release will only be contemplated in extreme circumstances. Sufficient staff will remain at school until all children have been safely collected.

In such circumstances parents/carers may choose to collect their children, or to make arrangements with an emergency contact to collect.

## **Adverse weather decisions**

During adverse weather, each parent/carer should make the decision about whether to send their child to school or not. If in your judgement the weather is such that it would be dangerous to send your child to school, we would wish you to keep your child at home and inform us of your decision as soon as possible.

The school will make all practical efforts to keep parents/carers informed in respect of the situation at school during adverse weather conditions. Regular information is obtained from the Met Office and the Highways Agency, as well as reports from BBC/Sky weather sites and local radio stations. Other local schools may also be consulted.

If the school is kept open during a period of snow/ice, pathways on the school site will be cleared and salted and maintained as clear as possible during the day. During adverse weather conditions, the playground at the front and rear may be out of bounds (where untreated) to parents/carers and staff at the beginning and end of the sessions. Children will be given reminders at registration, during and at the end of the session that pathways remain dangerous. Parents/carers are responsible for ensuring that their children do not run/slide in the school grounds before and at the end of each session.

- **Adverse weather at the start of the day**

Any closure decision at the start of the day will be made between **7.00 – 8.00am**, and communicated as per **Appendix 1** of this policy. In the event of adverse weather, every effort will be made to open the school and continue as normal. However, it would be necessary to close the school if:

- Weather conditions in the locality prevent a significant number of staff from travelling to school, such that Health and Safety provision for the children would be compromised, or, if by



attending work they need to bring in their own children which will then affect the child/staff ratio.

- There is potential danger to children/parents attempting to get to the school.
- The school site is not in a state to ensure the Health & Safety of the children.

Staff will make every reasonable effort to reach school in adverse weather conditions. However, where staff have substantial distances to travel from home to the school, consideration will be given to the nature of the journeys. If staff feel that it will be impossible, or dangerous, for them to attempt their journey because of adverse weather conditions then they should inform the Head Teacher **before 7.45am**. Staff who reach school should stay there, if the physical conditions of school are satisfactory, even if there are not a significant number of children in attendance.

- **Adverse weather during the day**

If the weather becomes a problem during the school day, or where weather conditions are anticipated to become too hazardous to travel later, a closure decision will be communicated as per **Appendix 1** of this policy.

In such circumstances parents/carers may choose to collect their children, or to make arrangements with an emergency contact for their child's collection.

**Please note** that in this situation, we would ask parents **not** to ring school to find out the position regarding early closure, as this means telephone lines are blocked and no one can ring in or out. Please wait to be contacted.

## Unexpected / Long Term Absence of the Head Teacher

The Head Teacher is the key leader and manager of the school and if, for any reason, it should become apparent that they will not be available then the following procedure will apply.

- The Office Manager / Senior Teacher should contact the Chair of Governors.
- Should a serious situation arise the Chair or Vice-Chair may decide to call a meeting of the Governing Bodies Emergency Standing committee
- Questions relating to teaching/curriculum should be referred to the most senior teacher available (as nominated by the Chair of Governors).
- This teacher should discuss any situation with the Chair/Vice-Chair before any action is taken.
- Matters relating to the general management should be referred to the Office Manager who will discuss the problem with the Chair/Vice Chair.



**The most senior teacher should:**

- Consult with the Head Teacher on decisions, if he/she is available
- Check the Head Teacher's diary and decide whether each appointment should be cancelled, postponed or taken on by the acting Head Teacher
- Take responsibility for day-to-day issues such as pupil discipline, greeting visitors and speaking to parents

**The most senior teacher should not:**

- Make any critical or strategic decisions until the Head Teacher returns.
- Talk to or contact the media.

**If the Head Teacher is likely to be absent for some time the Chair of Governors will:**

- Call a meeting of the Standing Committee to decide on a course of action.
- Call an emergency meeting of the full Governing Body.
- Liaise with Central Bedfordshire Council for Interim Head Teacher support.

Absence of the Head Teacher is not expected to ever result in the closure of the school.

## **Emergency Lockdown**

If for either safety or security reasons a member of staff feels the need to lockdown the school and protect the pupils they will follow the procedure in Appendix 2. This would include any immediate threat to the school such as a suspicious person on site or a swarm of bees in the vicinity of the school.

Parents will be notified regarding details of the lockdown (why, when etc..) and also of any actions the school is taking to avoid it happening again.

## **Other Emergency Closures**

Other than adverse weather, any incident which affects the whole school (such as power failure, boiler breakdown, or staff/child ratios being affected by staff absence) may also result in a decision to close the school at the beginning of, or during, the school day. In such circumstances the same procedures for notifying parents/carers about closure, or collecting children early, will be followed.



**Please note** that it is not usually possible to foresee when an emergency could force the school to close. For this reason it is important for each child's safety that his/her emergency contacts are kept up to date.

### **Pre-school refunds**

If Pre-School closes, refunds may be given or another session will be offered. Advice will be sought regarding refunds for funded placements.

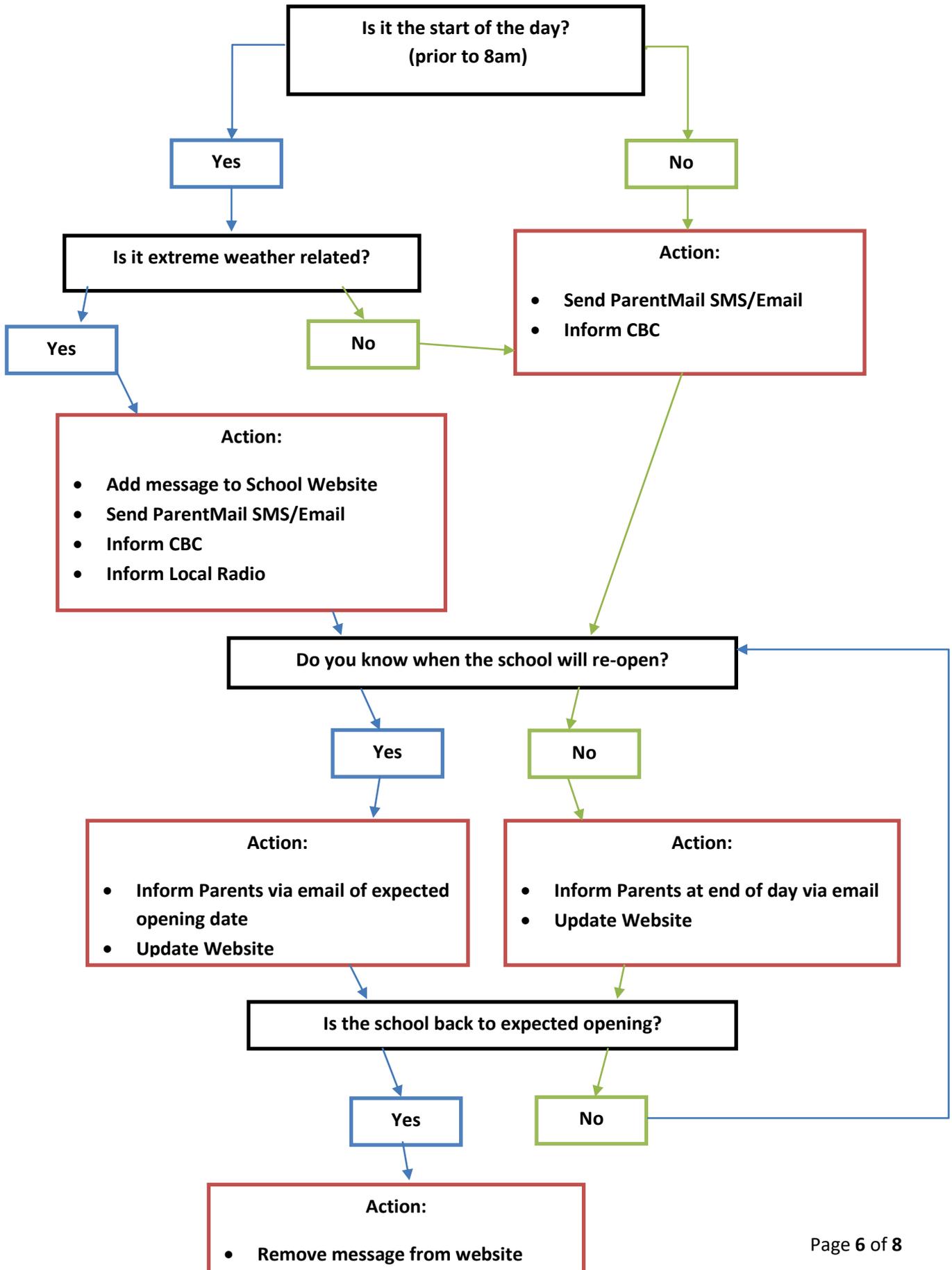
### **ROLES & RESPONSIBILITIES**

The Head Teacher is responsible for the communication of the policy, and ensuring that the necessary procedures to apply it are in place.

### **MONITORING / EVALUATION**

The policy will be monitored and evaluated as part of a rolling programme at staff meetings. It will also be reviewed annually by the governors, unless new legislation or an incident occurs which requires an immediate review of the policy.

**Appendix 1: Flow Chart**





## **Appendix 2: Lockdown Procedures**

This signifies an immediate threat to the school eg. Suspicious person on site

### **IMMEDIATE ACTION:**

**Continuous 'short blast' whistle / lockdown signal (via Walkie Talkie if not within main school building)**

- All pupils return to School by the nearest/safest entrance
- Use a whistle with short blasts / Walkie Talkie stating '**LOCKDOWN**'
- External doors locked
- Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner)
- Register taken - the office manager will contact each class in turn for an attendance report
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building - (Run, hide, tell)
- During the lockdown, staff will keep agreed lines of communication open
- Office Manager to contact parents when appropriate

### **'PARTIAL LOCKDOWN'**

This signifies a partial threat to the school eg. Swarm of bees

### **IMMEDIATE ACTION:**

**Continuous 'short blast' whistle / lockdown signal (via Walkie Talkie if not within main school building)**

- All pupils return to School by the nearest/safest entrance
- Use a whistle with short blasts / Walkie Talkie stating '**PARTIAL LOCKDOWN**'
- External doors and windows locked
- Register taken - the office manager will contact each class in turn for an attendance report
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. (Run, hide, tell)
- Office Manager to contact parents as appropriate

**A First Aid box and a Walkie Talkie must be taken during all activities on the field / Playgrounds including playtimes and lunchtimes during normal school hours.**

**Walkie Talkies will also be available in the School Hall, HT Office, School Office and Staff Room**