

# Emergency policy

Approved by: Board of Trustees December 2018

Policy in effect from: January 2019

Date of next scheduled review: January 2020

## 1. Overview

The Quality First Education Trust ("the Trust") puts the safety of its schools, children and staff at the forefront of everything we do. Our first aim is to ensure that **all children are safe**.

This policy is adopted by all our schools. It is reviewed annually by headteachers, local governors and trustees. It will be maintained in line with statutory requirements and best practice guidance.

Scope of this policy: Emergency procedures may be activated in response to any number of situations, both within and outside the school. This could include for example:

- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A deliberate act of violence, such as the use of a knife or firearm
- A fire or explosion on site
- The destruction or serious vandalism of part of the school
- A pupil or member of staff being taken hostage
- The death of a pupil or member of staff
- A reported terrorist incident, disturbance or disaster in the local community (with the potential to pose a risk to staff and pupils)
- A reported risk of local air pollution or chemical, biological or radiological contaminants
- An accident outside the school involving pupils or staff, including on school trips or journeys.

## 2. Expectations

All schools in the trust are expected to:

- Adopt this **emergency policy**, publish it on their website, make it available to parents and ensure it is known and understood by staff and local governors
- Develop and keep a detailed **emergency plan** (not published for security reasons)
- Have a nominated **emergency team** in place, with a lead **emergency coordinator**. The team should include at least three senior members of staff, including the headteacher. The team will be prepared to be contacted at any time. They will fully understand the emergency plan and ready to carry out the emergency plan accordingly. The team members should receive appropriate briefing, including rehearsals where appropriate.

In the event of an emergency incident, schools are expected to:

- Take sensible and proportionate procedures that minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff
- Maintain normal routines and avoid closing, unless absolutely necessary
- Make every attempt to clarify the facts
- Maintain a log of all events and actions taken.

These are overall expectations. Emergency procedures are outlined below. The detailed emergency plan and school-specific information exists separately and is not published, for security reasons.

## 3. Emergency Procedures

The following procedures will be carried out by the school in the event of an emergency.

- a. Alerting key contacts: In the event of an emergency, staff will notify the **headteacher** as soon as possible (or the deputy, if the headteacher is unavailable). The headteacher (or deputy) is responsible for activating the emergency plan and mobilising the nominated emergency team.

- b. Communication with parents: If an emergency occurs, the school will communicate with parents in the most appropriate way, which could involve the following:
- A whole school email or text message
  - Individual phone calls
  - Updating the school website with announcements (particularly if phone lines are down).
- c. Keeping children on site: The school will always keep children at school if it is deemed safe to do so. Parents should be reassured that children will be looked after until the school can get in contact with parents. Staff are reminded that when they are with children it is important to remain calm, reassure them and remind them to follow instructions.
- d. Evacuation: If it is not deemed safe to keep children on site, they will be escorted to designated local evacuation points, where they will be looked after until the school can contact parents.
- e. Lockdown: In certain situations, for example if the local area is in danger, we may secure our school gates and lock the school premises. Lockdown enables us to quickly restrict access in order to prevent children or staff moving into danger areas and/or to preventing attackers from accessing the site (or part of it). We will take advice from the police on when to re-open the school. During a lockdown, parents are encouraged to stay at home and not come to school. Where possible, we will communicate with parents to keep them up to date with the situation.
- f. Trips: If an incident occurs while children are out on a trip, the group leader will liaise with senior leadership from the school. Emergency procedures will be put in place and the staff on the trip will make appropriate arrangements to keep the children safe and return to school safely, taking advice from the police where necessary. It is important for parents to not panic in this situation and it is advised that they come to the school and not to the place the children are visiting.

#### **4. Linked policies and information**

- School emergency plan (not published)
- Trips/educational visits policy

#### **5. Review**

This policy is reviewed annually by headteachers, local governors and Trustees. It is approved by Trustees.