

LITTLE STOKE PRIMARY SCHOOL

BUSINESS CONTINUITY PLAN

Responsible Person: Ruth Abrahams, Business Manager

Adopted by: Head Teacher, Anne Sargent _____

Chair of Governors, Scott Pells _____

Date: December 2020

Review Date: December 2021

Critical Incident Team (CIT) Members:

Head Teacher – Anne Sargent, Deputy Head – Chris Jelf, Chair of Governors – Scott Pells, Vice Chair of Governors – Kirstie Wilmot, Business Manager & Appointed First Aider – Ruth Abrahams

Copies of Plan to be held with each CIT member off site & one copy kept in securely in school office.

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GUIDELINES ON MANAGING A CRITICAL INCIDENT AT LITTLE STOKE PRIMARY SCHOOL

What is a Critical Incident?

A Critical Incident is a sudden, unexpected and traumatic incident or sequence of events that cause serious distress and disruption to the school community.

The TRAUMA caused by a Critical Incident challenges individuals mentally, physically, emotionally and spiritually.

A Critical Incident may be:

- ❖ The sudden death of a member of the school community, e.g. pupil, staff member, significant other, through accident, murder, illness, drug overdose or suicide.
- ❖ A serious incident involving pupils and school personnel on and off the school premises.
- ❖ A violent attack or intrusion onto school premises, e.g. armed intruder, or bomb alert
- ❖ The loss of buildings/parts of buildings by fire, flood, building collapse, storm damage or major vandalism in school.
- ❖ A hostage situation.
- ❖ A disaster in the community, e.g. transport accident.
- ❖ A national tragedy.
- ❖ A failure of major utilities – electricity, gas, water.
- ❖ The loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc.
- ❖ The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.
- ❖ Illegal hacking of school data compromising data security/system failure.
- ❖ Closure following advice from Government/Local Authority due to pandemic. See Appendix 1

The impact on the school community may be intensified by one or more of the following:

- ❖ An incident which took place on school premises.
- ❖ Number of victims.

- ❖ Number of witnesses.
- ❖ Degree of violence or threat of violence.

Precautions for Prevention of Threat

- ❖ Fire, storm, etc: all normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use.
- ❖ Emergency evacuation drills held regularly (for fire/other emergency).
- ❖ Fire extinguishers regularly serviced.
- ❖ Non-automatic fire doors kept shut.
- ❖ Litter kept to a minimum and bins emptied regularly.
- ❖ Hazardous material kept in secure storage.
- ❖ COSHH assessment regularly updated.
- ❖ Buildings kept secure and water tight.
- ❖ Site kept secure (fire alarms, intruder alarms, access control) maintained in good order.
- ❖ Asbestos Management Plan to be available to those carrying out emergency repairs.

Theft: all normal procedures must be regularly followed:

- ❖ Buildings and equipment kept secure.
- ❖ Site kept secure.
- ❖ Security systems maintained in good order.
- ❖ Staff vigilance.

Loss of Records: Regular back-ups of all records kept off site by the LA and anti-hacking software in use.

- ❖ Personal records.
- ❖ Financial records.
- ❖ Student records.

- ❖ Parental Contact records.

Loss of Key Personnel: Key staff must

- ❖ Keep a written record of critical processes, procedures, information etc. for which they are solely responsible.
- ❖ Keep another person informed of all relevant data and ideas.
- ❖ Train another member of staff in their procedures so that they can take over if necessary.

Loss of pupils/parent

- ❖ Media training for key personnel.
- ❖ Bereavement/counselling.

Security of Equipment and Assets: This should include

- ❖ All equipment records in the relevant assets register and inventories with up-to-date records and values.
- ❖ All valuable equipment clearly marked with the school asset security label.
- ❖ Where possible equipment fixed to surfaces, or kept in single location.
- ❖ All software inventories kept with up-to-date values and details.
- ❖ Vigilant site and building security.

PRINCIPLES OF MANAGING A CRITICAL INCIDENT

- ❖ Communication
 - keep every line of communication open.
 - always communicate accurate information.
 - Contact Head teacher directly and other members of CIT – Chair of Governors, Vice Chair of Governors, Deputy Head, Business Manager & First Aider

- ❖ School to retain as much normality as possible; children should be told in their classes by their teachers and then in assembly at usual times.
- ❖ Members of SMT to ensure they look after themselves as well as each other, sometimes long after incident – you will also be affected – remember to ask for help if required.
- ❖ Remember this is a process that has to be worked through; expect to feel a range of emotions, e.g. anxiety, guilt, fear, upset.

CRITICAL INCIDENT 1 – Death/Serious Illness/Serious Injury at School

Critical Incident	Head Teacher	Chair of Governors/Vice	Deputy Head teacher	Business Manager	First Aider
Adult or child is taken seriously ill or seriously injured at school	Assess incident Gather information Call Ambulance Inform parents Wait with casualty until First Aider arrives	Inform South Gloucestershire and Press Office only if appropriate	Ensure area is cleared where injured/ill person is located. Wait for ambulance, having planned exit route for casualty. Arrange transport to hospital if required for parents. Inform Caretaker but stress confidentiality.	Stay by telephone to receive calls. If appropriate, prepare letters/emails to parents, do not send out until confirmation from HT is received. If necessary arrange for supply cover.	Go with casualty to hospital. Use mobile telephone to call school and provide update on situation. Stay with casualty until parents arrive.
Adult or child critically injured or taken ill at school	All as above. Contact H&S and Public Health advice if necessary. Be available for parents at 3.30pm Staff meeting at 3.45pm or later if necessary.	All as above. Come into school as soon as possible to assist as CIT member and be available for parental enquiries. Be available to attend staff meeting.	All as above. Invite all staff to arranged meeting. Be available for parental enquiries at 3.30pm. Attend staff and CIT meetings to plan for all possible scenarios.	All as above. Refer press to South Gloucestershire Press Office. Attend staff and CIT meetings to plan for all possible scenarios.	All as above. If back from hospital be available to assist with parental enquiries at 3.15pm. Attend staff and CIT meetings to plan for all possible scenarios.

	CIT meet after staff meeting to plan for all possible scenarios.	Attend CIT meeting to plan for all possible scenarios.			
Adult or child dies or remains in critical condition following an incident at school	Inform all members of CIT. Agree time for CIT meeting. Arrange for staff to meet informally if wished – suggest venue. Arrange internal support for affected staff.	Inform School LA Advisor, South Glos Press Office. CIT to meet off-site (organise venue) Arrange counselling support from NSC	Telephone /email all staff that can be contacted. Inform Public Health Service and ask for advice.	Organise supply cover for Deputy Head and others as required.	Resume normal duties if agreeable with Headteacher. Be available for CTI support as necessary.
Informing staff of situation	CIT meet initially away from school at pre-arranged venue. Meet with all staff	Meet with CIT at agreed venue Attend meeting with all staff	Meet with CIT at agreed venue Attend meeting with all staff	Meet with CIT at agreed venue Attend meeting with all staff	Meet with CIT at agreed venue Attend meeting with all staff
Morning of first day following incident	Meet staff in school at 7.30am Be available for parents at 8.45am CIT meet at 10am Prepare letters/emails to send out today Lead assembly	Meet staff in school at 7.30am Be available for parents at 8.45am CIT meet at 10am Liaise with Sough Glos Council Attend assembly	Meet staff in school at 7.30am, assist Head in preparation of letters & emails, tell staff to talk to their individual classes and then be at assembly. CIT meet at 10am	Be in attendance for telephone calls Refer Press to South Glos Press Office CIT meet at 10am Prepare letters to go to parents at end of day & update school website.	Meet staff in school at 7.30am Arrange refreshments for parents in hall at 8.45am CIT meet at 10am
CIT Meeting at 10am	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views. CIT to meet again after school.	Discuss appropriateness of subsequent school events, in light of Public Health advice and parental views.

					CIT to meet again after school.
Afternoon of first day	Retain contact with parents and those affected by incident. Arrange visit with C of G if appropriate	Deal with press as appropriate	Arrange support from counselling service for parents/staff affected if appropriate.	Send letter to parents at end of day explaining situation	Resume normal duties but be available to assist CIT if necessary.
Later in week	Retain contact with parents and those affected by incident. Arrange visit with HT if appropriate.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.	CIT hold meetings as required to review incident and discuss ongoing counselling requirements.
Subsequently	Meeting for parents regarding funeral arrangements and appropriate memorial service & tangible memorial for school, if desired.	Thank South Gloucestershire Council staff and others who were involved or assisted in any way during the incident.	Check members of CIT's wellbeing and arrange counselling if required.	Resume normal duties.	Resume normal duties.
Evaluate & Review	Organise meeting with members of Critical Incident Management Team to evaluate and review response to incident to inform future planning.	Attend meeting to evaluate and review CIT response to incident.	Attend meeting to evaluate and review CIT response to incident.	Attend meeting to evaluate and review CIT response to incident.	Attend meeting to evaluate and review CIT response to incident.

CRITICAL INCIDENT 2 – Major Damage to School Premises

Critical Incident	Head Teacher	Chair of Governors/Vice	Deputy Head teacher	Business Manager	First Aider
<p>Fire/Flood/Storm Damage/Building Collapse</p> <p>Major Incident to School Premises</p>	<p>Adapt guidelines above to meet requirements of incident affecting premises.</p> <p>Ensure safety of pupils and staff following evacuation procedures if necessary.</p> <p>Summon CIT to discuss contingency arrangements.</p>	<p>Inform South Gloucestershire Press Office only if appropriate.</p> <p>Inform School LA Advisor</p>	<p>Ensure building is cleared and all members of school community have been accounted for.</p> <p>Wait for emergency services if appropriate.</p>	<p>Ensure registers/ visitor & pupil books have been taken to evacuation area to check that everyone is accounted for. Ensure pupil information details are taken to evacuation area.</p> <p>Display signs to direct parents to evacuation area.</p>	<p>Assist in co-ordinating evacuation of premises and retaining calm atmosphere.</p> <p>First aid if necessary for any casualties.</p>
<p>First day following incident</p>	<p>CIT meet at 8am at pre-arranged venue to discuss contingency arrangements</p> <p>Meet staff and governors at pre-arranged venue at 2pm to discuss plan following closure of school. Organise and attend meeting with LA to arrange alternative teaching venue & office</p>	<p>CIT meet at 8am at pre-arranged venue to discuss contingency arrangements.</p> <p>Meet staff and governors at pre-arranged venue at 2pm to discuss contingency plan following closure of school.</p>	<p>CIT meet at 8am at pre-arranged venue to discuss contingency arrangements.</p> <p>Meet staff and governors at pre-arranged venue at 2pm to discuss contingency plan following closure of school.</p> <p>Remain on hand to assist with future planning.</p>	<p>CIT meet at 8am at pre-arranged venue to discuss contingency arrangements.</p> <p>Meet staff and governors at pre-arranged venue at 2pm to discuss contingency plan following closure of school.</p>	<p>CIT meet at 8am at pre-arranged venue to discuss contingency arrangements.</p> <p>Meet staff and governors at pre-arranged venue at 2pm to discuss contingency plan following closure of school.</p>

	for admin tasks e.g. distribution of letters/emails to parents. Ensure Asbestos Management Plan & plan of premises is provided.	Attend meeting with LEA.		Remain on hand to assist with future planning.	Remain on hand to assist with future planning.
School remains closed	Begin contingency arrangements for alternative teaching venue if possible. Keep contact with LA regarding on-going arrangements. Parents to be contacted by letter/email, informed of situation and alternative school venue and start date.	Be available to Headteacher for advice and support. Keep in contact with South Gloucestershire Press Office /LA and Governing Body.	Be available to Head teacher for support and assistance. Keep staff updated on current situation.	Be available to Head teacher for support and assistance. Organise admin team to report to alternative venue to assist in preparation and distribution of information to parents regarding contingency arrangements via telephone, emails and website.	Be available to Head teacher for support and assistance. Assist admin team in preparation and distribution of information to parents regarding contingency arrangements.
Temporary school starts	Meet staff at temporary school venue at 7.30am. Be available for parents at 8.45am. Prepare letters/emails to send out today re current situation.	Meet staff at temporary school venue at 7.30am. Be available for parents at 8.45am. Assist Head in preparation of letters to send out today.	Meet staff at temporary school venue at 7.30am. Tell staff to talk to their individual classes and then be at assembly. CIT meeting 4pm.	Meet staff at temporary school venue at 7.30am. Refer press to South Gloucestershire Council Press Office.	Meet staff at temporary school venue at 7.30am. Resume normal duties. CIT meeting 4pm.

	Lead assembly. CIT meeting 4pm.	Attend assembly. CIT meeting 4pm.		Prepare letters/emails for parents to go out at end of day. CIT meeting 4pm.	
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Ongoing meetings for CIT	CIT meet as and when necessary before opening of school, to discuss contingency arrangements regarding possible phased opening of school or NEW school.				
Preparation for school to reopen	Staff and Governors meet to discuss celebration event to mark opening of new school. LA and South Glos Press Office to be consulted re press release etc. Parents to be informed of start date, celebration arrangements etc.	Staff and Governors meet to discuss celebration event to mark opening of new school. LA and South Gloucestershire Press Office to be consulted repress release etc.	Staff and Governors meet to discuss celebration event to mark opening of new school.	Staff and Governors meet to discuss celebration event to mark opening of new school. Preparation of letter/emails to parents/press release, update website etc, before opening of school.	Staff and Governors meet to discuss celebration event to mark opening of new school.
Evaluate and review	Organise meeting with members of CIT to evaluate and review response to incident to inform future planning.	Organise meeting with members of CIT to evaluate and review response to incident.	Organise meeting with members of CIT to evaluate and review response to incident.	Organise meeting with members of CIT to evaluate and review response to incident.	Organise meeting with members of CIT to evaluate and review response to incident.
	Organise CIT/Staff/Governors celebration event	Attend CIT/Staff/Governors celebration event	Attend CIT/Staff/Governors celebration event	Attend CIT/Staff/Governors celebration event	Attend CIT/Staff/Governors celebration event

CIT meet to celebrate	following successful re-opening of school.	following successful re-opening of school.	following successful re-opening of school.	following successful re-opening of school.	following successful re-opening of school.
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EMERGENCY CONTACT LIST

CONTACT	NAME	PHONE NUMBER
Emergency Services	Fire / Ambulance / Police	999
Police	Non- emergency	101
Headteacher	Anne Sargent	07399 281727
Deputy Head	Chris Jelf	07377 454022
Chair of Governors	Scott Pells	07840177715
Vice Chair of Governors	Kirstie Wilmot	07891659642
Caretaker	Gary Underwood	07954376889
Business Manager & First Aider	Ruth Abrahams	07799 822646
Governor Support Officer	Maxine Winter	01454 863284
South Gloucestershire Emergency	South Gloucestershire Council	01454 868009
Health & Safety Dept	Hayley Smith	0345 872 3639 07752 275162
Education Psychology	Chris Chesterman	01454 863165
Education Welfare	Sukhi Singh	07568498182
Social Services	First Point	01454 866000
Heating & Plumbing Engineers	Westex Heating	01225 331091
Fire Alarms	MAT Fire Systems	01934 863960
Intruder Alarms	Chubb (account number: 50732422)	0844 879 1737

Electricians	Lionel Saunders	0117 961 4330
Glass Repairs	A G Gribble	0117 9537237
Door Entry	Avon Armour, Avonmouth, Bristol	0117 9826288
Water Services (Water provided by Bristol Water & Sewerage provided by Wessex Water)	Water2Business (customer number: 11727480) – for <u>all</u> water/sewerage enquiries Mon-Fri 8am-6pm	0345 600 2 600
	Bristol Water – water enquiries out of hours only	0345 702 3797
	Wessex Water – sewerage enquiries out of hours only	0345 600 4 600
National Security Group (NSG)	Key holders (reserve)	0845 6033755

LITTLE STOKE PRIMARY SCHOOL - EMERGENCY PROCEDURES

Fire – Assembly Point Key Stage 2 Playground

Fire Wardens – Chris Jelf, Ruth Abrahams & Annette Pittaway

On hearing the alarm (continuous bell)

- All pupils, staff and visitors to leave the building through the nearest safe exit having closed doors behind them and assemble in silence on the grass area at the front of the school if in KS1 or the KS2 playground if in KS2. If the alarm sounds during lunchbreak all persons in the KS1 area of the school are to meet at the far end (Reception class end) of the KS1 playground.
- All pupils, staff and visitors are to assemble either at the front of the school or on the KS2 playground (or on KS1 playground if lunchtime) and, once pupils are lined up, **teachers are to carry out an initial headcount**. When this is done and they have been passed the registers by a Fire Marshal they are to carry out the roll call.
- On hearing the alarm the **Anne Sargent** (or Chris Jelf if in charge) will immediately telephone 999 and ask for the appropriate emergency service – Fire/Police/ambulance & allocate a member of staff wearing a high visibility jacket to stand at the school entrance to direct them on arrival.
- **Fire Marshall** is responsible for meeting fire service, providing plan & keys & unlocking the emergency vehicle entrance. (Keys & plan in red 'fire' file on Administrator's desk in school office, daily register & signing-in books).
- **Everyone** should move quietly and quickly – **walking only**.

- **All class teachers** to ensure classroom doors are shut behind them (internal and external). All other staff to ensure their doors are closed as they leave their rooms.
- **All class teachers** are responsible for ensuring class helpers/visitors exit building along with class.
- EYFS & KS1 teachers to check the pupil toilets in their zones once their classes have left the building.
- **Anne Sargent** to check main hall and KS2 toilets.
- **Kitchen Staff** to leave building by nearest safe exit. **Cook** to ensure hatch & doors are closed and take own roll call.
- **1 Fire Marshals** to take KS2 class registers and visitor book to KS2 playground, a **second Fire Marshal** to take KS1 registers to front of school for class teachers to take roll call. Fire Marshals should also take radio hand-sets with them.
- **All KS2 pupils** to line up on the other side of the football pitch, between the two ladders. Teachers to stand the field edge of the playground to take roll call. Pupils to line up facing their teacher looking onto the school field.
- **All KS1 pupils** to line up on the grass at the front of the school. Teachers to stand facing the KS1 building to take the roll call.
- Visitors should stand with class they are visiting.
- **Fire Marshals** responsible for checking visitor register who are not assigned to a class and liaising by radio with other Fire Marshal to check all persons present.
- **Class teachers/Administrators /Cook** to inform Head immediately if any pupil/staff member or visitor is missing.
- **Head** to report missing persons and likely position in building/all persons accounted for to emergency services as soon as possible.
- Alarm will also sound in **Little Apples Pre-School** who are responsible for their own fire procedures.
- No-one should enter/ re-enter the building while the fire bells are ringing.
- **Music Hub, training room delegates & Little Apples Pre-School** undertake their own roll call and must not re-enter the building until the Headteacher gives the all clear.
- Staff in rooms in dead-end corridor (by Caretaker room) should evacuate through double doors to the front of the school if it is deemed safer to do so and wait until given the all clear from Headteacher before returning inside the building.

EMERGENCY PROCEDURES – Lunchtime

11.45am – 12.30pm for KS1

12.30pm – 1.15pm for KS2

Fire (Lunch Time) - Assembly Points: Key Stage 2 Playground & far end Key Stage 1 Playground

Fire Wardens – Chris Jelf, Ruth Abrahams & Annette Pittaway

On hearing the alarm (continuous bell)

- **Anne Sargent or Chris Jelf** (if in charge) must immediately telephone 999 and ask for the appropriate emergency service – Fire/Police/ambulance.
- **Fire Marshals** or designated person must take all registers, intercom radios and signing in books to KS2 & KS1 playgrounds. Daily print-out of register in red 'fire' file on Administrator's desk in school office. **Fire Marshal** going to KS1 playground will use the side gate near Reception class to take the register round.
- **All pupils, staff and visitors and kitchen staff** to leave the building through the nearest safe exit and assemble in silence on KS2/KS1 playground.
- **LS's** on hall duty are responsible for evacuating pupils from dining hall and **pupils** to stand behind chairs in silence and to leave building as directed by **LS's** using the nearest **safe exit** from hall
- **KS1 – LS's** to guide pupils to the far end of KS1 playground, and to assemble there.
- **KS2 - LS's** to guide pupils through the gate by the kitchen car park onto the school field and to join their class lines on the KS2 playground for their register call.
- **Head/Deputy Head** responsible for unlocking the double gate for emergency vehicle access.
- **LS** on duty in KS1 classrooms (wet play) will immediately take pupils to assemble in KS1 playground, carry out a class headcount followed by a roll call. **LS** should ensure all doors are closed behind them.

- **All pupils** on KS2 playground to line up on the other side of the football pitch, between the two ladders. Teachers to stand the field edge of the playground to take head count and then full roll call. Pupils to line up facing the teacher looking onto the school field.
- **LS's** to ensure everyone is out of the hall check classrooms and toilets in KS1. If Head/Deputy is in this area he can also oversee this process.
- **LS's** and any **teachers** available to take roll call of each class.
- **Missing pupils to be reported to Head or Deputy immediately.**
- **Designated person** to take roll call of staff. **Missing adults to be reported to Head or Deputy immediately.**
- **Kitchen Staff – switch off all appliances, close hatches and evacuate immediately via nearest safe exit.**
- **Music Hub to assemble on KS2 playground for roll call.**

Fire (Lunch Time – children already on KS2 playground)

- LS's to blow whistle and assemble pupils in class lines.
- All other staff to follow previous procedures.

If it is deemed unsafe to stand on KS2 playground then the same procedure should be followed on the school field. The area used on the field should not obstruct the access for the emergency vehicles.

Critical Incident Procedures (Non evacuation)

If staff become aware of any person/persons in school grounds acting in a manner which causes concern for the safety of the pupils they should report it to the office immediately, if possible by a responsible adult, if not then by the most responsible child in the class.

On receiving the information the Head will investigate and if necessary instigate the following procedure.

- Give signal of three long rings on bell.
- Designate **office staff or other responsible adult ring 999** as appropriate and give details of incident then **lock external door if safe. Office staff/responsible person will then phone Music Hub (3147) & Little Apples Pre School with the message – “Intruder on site – secure all entrances”.**
- On hearing the signal, **class teachers** will close all outside doors and window blinds and their take classes in silence to the following areas – **YR and Key Stage 1** to top end of the small hall by kitchen hatch. **Key Stage 2** to the meeting hub. **All internal classroom doors should be**

closed and locked, all blinds closed. Draw hall curtains if it is safe to do so. All pupils should be kept away from windows as far as possible.

- **Y3 & Y6 class teachers** will check cloakroom exits are secure and check the pupil toilets.
- **Office staff** will ensure corridor exit door into KS2 Playground by meeting hub is locked.
- **Staff and pupils** working in other areas of the school will proceed to the nearest designated safe area.
- **Office staff** will distribute registers so roll call can be taken.
- **Office staff** will take adult roll call.
- **Missing pupils/adults to be reported to Head immediately.**
- **Kitchen staff** to **lock external doors** and report to school hall outside hatch. Door into hall should be locked when staff in hall.
- **Staff, visitors and pupils** will wait in these areas until give directions by emergency services or head.

Critical Incident Procedures (Non evacuation) Lunch Time

If staff become aware of any person/persons in school grounds acting in a manner which causes concern for the safety of the pupils they should send a message to the office immediately, if possible by a responsible adult, if not then by the most responsible child in the class.

On receiving the message the **Head or Deputy** if in charge will investigate and if necessary instigate the following procedure.

- Give signal of three long rings on bell.
- **Ring 999** and give details of incident then **lock external door if safe.**
- **Office staff to phone Music Hub (3147) & Little Apples Pre-School with the message – “Intruder on site – secure all entrances”**
- **Identify nearest responsible adults to secure all outside exits when all pupils are safely inside the building.**
- **Office staff** to distribute daily registers to **Lunchtime Supervisors** take roll call.
- On hearing signal **Lunchtime Supervisors** would ensure Hall curtains were drawn and hall doors to playground secure.
- **Kitchen Staff** to lock external doors, close hatch, come into the hall and lock internal door.
- If pupils were on the playground the **whistle would be blown** and the children immediately brought into school – children on KS1 playground to assemble in small hall and children on KS2 playground to assemble in meeting hub. **LS** to ensure external doors are secure when all pupils are safely inside.
- **Pupils** to go to designated areas, **one LS** in each area and one **LS** to draw curtains if safe. **LS** in designated areas to take roll call of pupils when they receive the registers.
- **Pupils** to move and wait in silence, until told otherwise by **Head or Person in Charge**

Critical Incident Procedures (Evacuation non-fire)

This would be used in the event of needing to move the children to a place of safety away from the school building.

- Signal would be as for fire drill.
- Procedures to evacuate building would be as for fire.
- When pupils and staff reach key stage 2 playground **Head or Deputy** would direct them to immediately file out onto the far side of the school field. Key Stage 1 would be taken to the far side of the drive near the main entrance gate.
- Registers would be called immediately on reaching the open space.

LITTLE STOKE PRIMARY SCHOOL - EMERGENCY PROCEDURES

Dear Staff

Please read these procedures carefully and memorise your responsibilities and role in respect of these procedures.

If you find any errors or inconsistencies or have any ideas please let me know a.s.a.p.

Please complete and return the attached acknowledgement sheet for the school record.

Thank you.

Little Stoke Primary School
EMERGENCY PROCEDURES

I (name) have received, read and understood the attached emergency procedures.

Please tick the appropriate box.

I am now fully aware of my responsibilities and role in any of these emergency situations.

I do not understand my responsibilities and role in these emergency situations.

Signed: **Date:** **Position in school:**

Appendix 1

Closure following advice from Government/Local Authority due to pandemic. See Appendix 1

In the event of an extended closure the following measures would be put in place to enable staff to work from home. All teaching staff should be able to access their home drive at home.

Head Teacher and Deputy would:

- Correspond with staff via email to move forward school initiatives and future planning
- Continue with strategic planning such as curriculum development, SDP targets
- Governor papers such as policy updates

Teachers would:

- be expected provide remote learning which children and parents could access from home. They would also ensure that children could access on line learning resources such as TT Rock Stars. Teachers would add to their website class page through which parents could access additional learning at an appropriate level.
- Make regular phone and email contact with children and parents to support progress and wellbeing.
- use this time to write or update Learning Plans, prepare for subsequent terms by working on their subject plans and creating resources for example.

- spend time researching areas link to their subject leadership or reading linked to SEN issues relevant to their class.

Teaching Assistants would:

- prepare resources to use with specific SEN children or whole class learning in liaison with the class teacher
- research and reading educational papers linked to the needs of specific children

SBM and Admin Staff would:

- access and respond to business emails from home and liaise closely with Head teacher
- prepare any relevant work and take home in advance if possible.