

# ATTAIN ACADEMY PARTNERSHIP



## Emergency Planning Policy

For

## Gosfield Community Primary School



**June 2024**

## Contents

1	Aims and objectives.....	3
2	The basic emergency plan .....	3
3	Types of emergency .....	4
4	Monitoring and review .....	5
5	Linked Documents.....	5
6.	Document Version Control .....	5
APPENDIX 1	Emergency Closure Procedure .....	6

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## **Emergency Planning Policy**

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

1.1 The aim of the Emergency Planning Policy is to manage the effects of any emergency which might occur within the academy 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 academy 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 academy maintains an up-to-date MIS system with staff, parents / carers and pupil contact details (including out of hours information). All staff are familiar with this system and use it to contact parents / carers in the event of a child being taken ill at academy etc.

2.2 The academy maintains an up-to-date School Emergency Action Plan, copies of which are located in the academy office (Grab bag) and on the staff portal. This defines the key role to be played by each member of the core team including the Headteacher, Assistant Headteacher, Premises staff, Academy administrators and other staff. The directory distinguishes between the declaration of an emergency in and out of academy hours.

2.3 Key telephone numbers for emergency contacts (Headteacher, Assistant Headteacher, staff members, local governors, children, County services and media) are kept both in the academy office and online for emergency use by the Headteacher, Assistant Headteacher and office manager (with due consideration and respect for the rights and security of this information according to the Data Protection Act). Telephone numbers for staff and pupils can be accessed via the MIS system.

2.4 The academy maintains an inventory of equipment on site, which is updated annually or as circumstances change.

2.5 The academy office is the designated co-ordination point. In the event the office is damaged or out of use, an alternative centre will need to be created.

- 2.6 The fire alarm will be sounded in the case of any emergency that requires the evacuation of the academy premises. Procedures and evacuation routes are displayed in each room within the academy. Fire drills take place each term and are recorded in the fire folder which is located in the admin hub. The academy safety procedures are discussed at the beginning of year inset day by teachers and are passed on to support staff via staff meetings.
- 2.7 Copies of the evacuation procedures, including fire, lockdown, shelter, and checklists for initial action are held in academy office. Copies of the plan are also held off site by core staff in case the academy premises cannot be accessed.
- 2.8 The headteacher, or next senior teacher in their absence, is responsible for managing information exchange between staff, pupils, governors, parents and the local authority.
- 2.9 All new staff joining the academy are made aware of the emergency plans, and those with key roles take part in annual training and exercises to test its effectiveness.

### **3. Types of emergency**

- 3.1 The academy 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 academy, or public health threats (e.g. meningitis).
- 3.2 Medical emergencies are dealt with by trained members of staff and copies of individual health care plans are kept in the academy medical file in the academy office. Children with medical needs are discussed regularly at staff meetings so that information is shared.
- 3.3 The academy recognises that some emergencies which occur off the academy 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 academy adheres to the specific guidance issued by the local authority in relation to academy closures caused by severe weather or heating failure.
- 3.5 The academy 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 according to the academy's emergency closure procedure (see appendix 1 for the emergency closure procedure). Parents are advised to keep the academy updated with any new contact details.

3.6 The academy is fully aware of the possible dangers of its proximity to main roads. All pupils are given termly instruction on safe play and safe travel to and from academy.

#### 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 local governing body.

4.2 The academy's procedures for emergencies will be monitored by the Headteacher as part of their regular duties. A report will be presented to the local governing body on an annual basis.

4.3 This policy will be reviewed by the local governing body every two years, or earlier if necessary.

#### 5. Linked Documents

- Fire Policy and Emergency Action Plan
- Lost Child and Missing Child Policy
- School Emergency Action Plan
- Online Safety Policy (including data security and acceptable use)
- Lone working Policy
- PEEPS Policy
- Trust and Academy Business Continuity Plans

#### 6. Document Version Control

Version	Date Issued	Author	Update Information
2017-1	April 2017	K Ellwood	
2020-1	April 2020	K Ellwood	Emergency Procedures updated to reflect the Essex notification portal for school closures.
2022-1	June 2022	K Ellwood, J Morgan	Minor amendment to clarify the availability of key personnel telephone numbers for use in an emergency.
2024-1	June 2024	K Ellwood J Morgan	No changes

## Gosfield Community Primary School – Emergency Closure Procedure

The academy aims to ensure that children have access to learning for the statutory 190 days. However, it may be necessary for the academy to close in exceptional circumstances and as a last resort.

These circumstances may include loss of essential services to the academy, severe weather conditions or other local emergencies. The Health and Safety of the children is our first priority when making the decision to close.

Parents will be informed as soon as the decision to close has been made. The information will be provided in the following ways:

1. A notice will be placed on the academy website –[www.gosfield-pri.essex.sch.uk/](http://www.gosfield-pri.essex.sch.uk/)
2. An email will be sent via the school messaging system.
3. Via the Essex.gov website at <http://www.essex.gov.uk/education-schools/schools/dates/pages/emergency-school-closures.aspx>

Should the academy need to close **during** the academy day, the same procedure as above will be used to notify parents. No child will be sent home if we have not been able to contact parents.