



# **Emergency Policy and Plan (Whole School including EYFS)**

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**Independent Day School**

**Our Lady of Sion School**

Last Reviewed: June 2025

Frequency of Review: Annually

Next Review Due: June 2026

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## Statement of intent

Our Lady of Sion is committed to providing top-quality education for all of its pupils under all circumstances, and to ensuring the health and safety of all members of the school community. As such, we have a number of policies in place to prevent emergency incidents wherever possible; however, we recognise that on rare occasions, emergency incidents will be unpreventable or may still occur despite our best efforts to manage the risk.

The aim of this plan is to ensure that any such emergencies can be handled quickly and efficiently, ensuring that minimal harm or damage is caused to individuals and the school itself, that all members of the school community can continue to feel supported by the school, and that high-quality education can continue to be provided for all pupils.

This plan does not replace or override specific procedures outlined for specific emergencies; it is intended to provide an overview of the principles to which the school will adhere in its approach to emergencies, the initial actions that will be taken when any emergency occurs, and the procedures we will follow to ensure all pupils can continue to receive the same level education, support and protection that we offer under normal circumstances.

Our Lady of Sion School employs approximately 90 employees, with approximately 400 students and occasional visitors to the site on a school day. Normal hours of operation are 08.00 to 17.00 Monday to Friday. In addition to these normal arrangements, Our Lady of Sion School also occasionally arranges school trips in the local area and abroad, holds Open Days, has building contractors on site and has staff carrying out lone working.

Emergencies which may occur in respect of the school's activities include those events:

- Requiring evacuation of the site (and possible contact with the Police or other enforcement agencies):
  - Fire
  - Explosion
  - Bomb hoax
  - Flooding
  - Criminal acts against employees/students/visitors/residents/customers on site
  - Health and safety emergency
- Requiring isolation of part of the site:
  - Criminal damage leading to dangerous structures/equipment
  - Collapse of a structure/scaffold
- Requiring medical assistance:
  - Major Injury to a person on site
  - Major Injury to a person off site
  - Medical emergencies (heart attack, epileptic fit, diabetic coma)
- Requiring coordination of events off site (sometimes in combination with the above):
  - Transport emergencies (eg, broken down and unable to return to/leave site)
  - Road traffic accidents
  - Criminal acts against employees' students/visitors/residents/customers off site
  - Which may result in significant media attention or damage to reputation
  - Abuse allegations against former or current members of staff

## 1. Key Contacts

The school will enable efficient and effective communication amongst members of the school community by ensuring that important contact details that may be needed in an emergency situation are available to all members of the school community.

The following contact details will be provided for all staff members, and will be published on the school website:

School details	
Name of school	Our Lady Of Sion School
School address	Gratwicke Road
School office contact number	01903 204063
School office email address	reception@sionschool.org.uk
Name of headteacher	Mr Steven Jeffrey
Headteacher contact number	01903 204063
Headteacher email address	jefferys@sionschool.org.uk
Chair of governors' contact number	01903 204063
Chair of governors' email address	Bursar@sionschool.org.uk
Emergency services information	
Emergency services contact number	999
Non-emergency services contact number	111

School staff will be aware of the following information when calling emergency services, and will ensure they are able to request the appropriate service when asked:

Service	Reason
Police	<ul style="list-style-type: none"><li>• Fatality</li><li>• Assault or sexual assault</li><li>• Siege, hostage situation or firearms incident</li><li>• Disappearance of pupil</li><li>• Bomb threat</li><li>• Damage to building or equipment</li><li>• Motor vehicle collision or impact in school building</li><li>• Impact by equipment, machinery or aircraft</li><li>• Natural hazards</li></ul>

<b>Ambulance</b>	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Serious illness</li> <li>• Mass casualty (alongside police dependent on nature of cause)</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Fire on school property</li> <li>• Flood on school property</li> </ul>

The following staff members will be aware that they may have distinct roles to play in the event of an emergency and will ensure that they are contactable via the contact details below at all times during emergency situations, wherever possible.

These details will be updated at least **annually** – staff members will notify the headteacher where their contact details have changed as soon as possible. All staff members will be expected to ensure the following contact numbers, as well as the contact number for the headteacher, are saved into their mobile phones in case an emergency occurs.

<b>Role</b>	<b>Name</b>	<b>Email address</b>
<b>Lead first aider</b>	<b>Helen Davis</b>	<b>davish@sionschool.org.uk</b>
<b>Health and safety officer</b>	<b>Graeme Lloyd</b>	<b>bursar@sionschool.org.uk</b>
<b>Premises manager</b>	<b>David Gingell</b>	<b>gingelld@sionschool.org.uk</b>
<b>DSL</b>	<b>Steve Jeffery</b>	<b>jefferys@sionschool.org.uk</b>
<b>Deputy DSL</b>	<b>Helen Davis</b>	<b>davish@sionschool.org.uk</b>
<b>SENCO</b>	<b>Sharon Bruwer</b>	<b>bruwers@sionschool.org.uk</b>
<b>Security lead</b>	<b>Graeme Lloyd</b>	<b>bursar@sionschool.org.uk</b>
<b>Incident lead</b>	<b>Graeme Lloyd</b>	<b>bursar@sionschool.org.uk</b>

Other important contact details for emergencies are listed below:

Name of individual or organisation	Role	Contact numbers
Local Police	Emergency Support	999 / 01273 470101
Health & Safety Executive	Incident Contact Centre	0845 3009923
Worthing Hospital A&E Dept	Accident and Emergency	01903 205111
Worthing Fire Safety Centre	Fire Services	01903 228430
Churches Fire & Security CFS	Fire Alarm /Intruder Alarms/ Fire Extinguisher	0370 608 4350
Elite Security Guarding (ESG)	Out of Hours - Fire / Burglar Alarm Monitoring	01903 693954 / 0212 706 7050
TSM Ltd	Electrical/CCTV/ Vape & Fire Door Alarms Contractors	01903 855420 / 07860 951240 (Sam)
P&R Services Ltd	Heating Engineers	07709 075600 (Sam) / 07980 614060
SSE Gas	Gas Engineers	0800 111 999
Arundel Builders Ltd	Builder 24 hour	01903 884825 / 07715 161620
Beckworth BTS limited	Telephone Engineer	01403 253215/ 07778 788234
Attle Locksmiths	Locks 24 hour	01903 233252
Pavilion Glass Ltd	Glazier 24 hour	01903 820553
Marsh	School Insurance	0207 3571000
Universal Cleaners	Waste Services	01202 892002
Avanti	Cleaning Contractors	01903 260699
Arrow Taxis	Taxi Service	01903 212121

Contact details for the parents, carers and social workers of all pupils can be found in each individual pupil's educational record.

## 2. Roles & Responsibilities

The principal functions undertaken by Our Lady of Sion School during an emergency and in the time immediately following are as follows: -

- Minimising injury or distress
  - Minimising loss or damage
  - Ensuring communication between the emergency services, the Our Lady of Sion School Emergency team, staff, parents, pupils, and visitors on site.
  - Supporting staff, students, and visitors, as appropriate.
  - Providing full information to the emergency services, police, and other agencies as appropriate.
- In the event of an emergency staff should:
  - assess the nature and extent of the emergency.
  - take immediate action to safeguard yourself and anyone else affected.
  - remain calm.
  - summon emergency assistance and / or medical assistance (if required).
  - contact a member of the Emergency Team.

The governing board will:

- Oversee the health, safety and welfare of staff, pupils and visitors in the school.
- Support the headteacher and bursar to review and update this plan in response to any changes to the circumstances or environment of the school, and at least annually.
- Work with the headteacher to make decisions on courses of action in response to an emergency.
- Support the school in developing and implementing short- and long-term responses to specific emergency situations.
- Support the school in reviewing its responses to any emergency incidents that occur, and using the knowledge learned to amend plans for handling emergencies in the future.
- Secure training for all staff on emergency responses and procedures, including more in-depth and extensive training for the headteacher and members of the senior incident response team.
- Ensure the school maintains relationships locally which may be needed in an emergency situation, e.g. nearby schools and the police.
- Ensure this plan is in line with local and national arrangements.

The headteacher will:

- Work with the bursar and governing board to make decisions on courses of action in response to an emergency.
- Review and update this plan wherever necessary and at least annually.
- Ensure that communication between the school and the community about the response to an emergency is quick, efficient and reassuring.
- Build relationships locally which may be needed in an emergency, e.g. nearby schools and the police.
- Selecting a senior incident response team to support them in the leading of responses to emergencies.
- Promoting the safety and wellbeing of pupils and staff.

The senior incident response team (consisting of Headteacher, Deputy Headteacher & Bursar) will:

- Undergo specific training on leading an emergency.
- Work under the direction of the headteacher to lead the school's initial and ongoing response to an emergency.

The school's designated security lead (Bursar) will:

- Coordinate and oversee the school's protective security measures.
- Develop, maintain, and update policies and procedures that promote an effective security culture.
- Determine how staff should respond to varying security incidents.
- Ensure that all staff members are aware of their roles and responsibilities in relation to protective security.
- Liaise with external agencies.
- Manage and delegate responses to a security incident within the school.

Security leads generally become incident leads once a security incident occurs.

Incident leads will:

- Lead the initial response to a security incident within the school.
- Make fast, clear, and safe decisions.
- Respond appropriately to any safety concerns.
- Lead the post-incident aftercare.

The DSL, or deputy DSL in the DSL's absence, will:

- Be contactable at all times during their working hours throughout an emergency situation to deal with any safeguarding concerns.
- Oversee the safeguarding procedures during an emergency situation to ensure that the school can continue to safeguard and promote the welfare of children at all times.

The senior mental health lead will:

- Nurture a whole-school approach to prioritising wellbeing and talking about mental health during and/or in the aftermath of an emergency situation.
- Ensure that pastoral care and mental health support, both internal and external, is secured for all those who need it during and/or in the aftermath of an emergency situation.

The SENCO will:

- Ensure that pupils with SEND are supported throughout emergency situations in ways that are appropriate to their needs.
- Advise the headteacher on reasonable adjustments that need to be made to this plan or any specific emergency procedures to accommodate the needs of pupils with SEND.

The health and safety officer (Bursar) will:

- Support the headteacher in undertaking health and safety risk assessments in the aftermath of an emergency where necessary.
- Work with the headteacher to develop specific procedures for particular emergency situations.
- Conduct risk assessments for the prevention of emergencies, using any emergency situations that occur to inform control measures moving forward.

The Premises manager will:

- Be responsible for securing the site to prevent unauthorised access, e.g. of members of the media, where necessary.
- Ensure that emergency services are given access to necessary areas of the school.
- Respond to activated emergency alarms outside of school hours, where possible.

The lead first aider will:

- Be responsible for coordinating the first aid provision in the event of an emergency.
- Ensure that all individuals who need first aid support in an emergency situation have received it.

Administrative staff will:

- Maintain effective communication with parents and other stakeholders under the direction of the headteacher in the event of an emergency.



### 3. Embedding a culture of security

The school will follow the established guidance in its pre-existing policies and procedures when maintaining its security arrangements and emergency responses.

#### Responding to unusual activity

The school will follow the principles of the See, Check and Notify (SCaN) aims to maximise safety in its setting as much as possible by using their own available resources.

- See – the school will be vigilant of suspicious activity.
- Check – an appropriate member of staff will approach a suspicious person using ‘the power of hello’ to deter them from potential criminal activity and to alert them that they’ve been noticed.
- Notify – if a person or vehicle is on site and the school suspects them of criminal activity, an appropriate member of staff will call the police.

#### Responding to unattended or suspicious items

The school will follow the HOT protocol (Hidden, Obviously suspicious, Typical) to help determine whether an item identified in the setting is suspicious and poses an immediate threat.

- **Hidden** – the school will consider whether the item has been deliberately hidden from view.
- **Obviously suspicious** – the school will consider whether the item contains wires, circuit boards, batteries, tape, liquids, or putty-like substances.
- **Typical of what you could expect to find in this location** – the school will consider if the unattended item could simply be tools, cables, or other devices belonging to maintenance workers.

#### The 4 Cs protocol

If the suspicious item is considered a threat, the school will take immediate action to move staff and pupils away from the item and contact the police.

The school will follow the 4 Cs protocol (Confirms, Clear, Control, Communicate) when responding to an item once it’s been decided as suspicious. The 4 Cs consist of the following steps:

- Confirm whether the item has suspicious characteristics
- Clear the immediate area
- Control access to the unsafe area
- Communicate to the security lead why the item is considered suspicious

### 4. National Emergency Alert System

The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always:

- Be switched on.
- Be connected to an active mobile network, i.e. it will not be put into aeroplane mode or on WiFi only.
- Be in possession of a member of staff at all times, including during school trips and other school outings.

The following staff members have access to a compatible school-owned device.

This device should be left in school and handed to someone if SLT are out.

- Headteacher – Steve Jeffrey
- Bursar – Graeme Lloyd

If an alert via the national Emergency Alerts system is received, a member of the senior incident response team will be alerted as soon as possible – this person will then alert the headteacher. The headteacher and at least one member of the senior incident response team will check the current alerts online to ensure the alert is genuine, where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger, in line with the Types of emergency section of this plan.

## 5. Types of Emergency

For the purposes of this plan, “**emergency**” is defined as a serious, unexpected, and often dangerous situation requiring immediate action, which risks the health and safety of pupils, staff, parents or other stakeholders and/or has the potential to significantly disrupt the continuity of pupils’ education.

Emergency events covered by this plan include, though are not necessarily limited to:

- Public health incidents, e.g. a significant infectious disease incident.
- Severe weather, e.g. flooding.
- Medical emergencies, e.g. serious injury to a pupil or member of staff.
- Fatalities in the school community and/or on the school premises.
- Life-threatening damage to property, e.g. severe fire.
- Criminal activity, e.g. bomb threat, intruder.

This plan has been designed to cover all potential emergencies listed above and any other emergency situation that meets the definition above.

The school will plan for a number of different incident response options in order for staff to implement the most appropriate emergency response when an incident occurs. The school’s options are as follows:

- Lockdown, which follows the same principles as those laid out in the RUN HIDE TELL guidelines.
- Invacuation, which consists of moving people inside a building to somewhere else within the same building of relative safety.
- Evacuation, which consists of moving people outside the building and away from a threat within the building.

There are also a number of levels of emergency:

- **Level 0** – emergencies which may disrupt the provision of education but are not likely to cause immediate threats to the health and safety of members of the school community. This includes adverse weather, industrial action, minor property damage and failures of school systems, e.g. the heating system. These emergencies will largely be handled by school closure.
- **Level 1** – emergencies localised to the school premises which disrupt the provision of education and pose a significant risk to the health and safety of members of the school community; these emergencies may be life-threatening. This includes violent and/or armed intruders on school premises, fire, gas leaks, and major property damage such as flooding.
- **Level 2** – major emergencies on a community, regional or national level. This includes terrorist action, significant civil unrest, factory explosions, and viral epidemics or pandemics leading to national alert.

## **6. Policies, Procedures and Risk Assessments**

### **Policies and procedure**

The school has a number of policies and procedures in place which outline the measures the school has implemented to prevent emergency situations occurring wherever possible and outline the specific procedures to follow in the event that particular emergency incidents do occur. The relevant policies and procedures are as follows:

- Fire Regulations Policy
- Evacuation Procedure
- Lockdown Procedure

All of the above policies will be provided to relevant staff as part of their induction.

### **Risk assessments**

In line with the school's duties under The Management of Health and Safety at Work Regulations 1999, the school will develop risk assessments to address all risks to the health and safety of pupils, staff, governors, and visitors to the school site.

The headteacher will also ensure that risk assessments have been conducted taking account of the layout of the school and any specific risks the school faces.

## **7. Training**

All staff members who work on the school site will receive annual emergency training relevant to their role. This will include an overview of each staff member's responsibilities and role in a number of different emergency responses, including evacuation, lockdown, school closure, parent support and engagement with emergency services.

Training will also be ongoing throughout the year in the form of the following drills:

- Termly whole-school evacuation drills e.g. fire alarms
- Termly whole-school lockdown drills
- Annual Staff random emergency responses drills on INSET days

Feedback will be provided to staff members by the headteacher following any drills completed, and evaluations of overall school performance in drills will be used to inform future practice, including changes to policies and procedures.

The senior incident response team will undergo more extensive training on a termly basis to ensure they can assist the headteacher in leading emergency responses.

## **8. Testing the emergency response plans**

The school will regularly ensure the suitability and effectiveness of its emergency response plans by conducting tests and drills which put the plans into practice. The headteacher, SLT, governing board, and designated security lead will consult with each other to implement test exercises to determine the robustness of the school's emergency plans.

The school will have varying types of response procedures in place to deal with different security and emergency situations. All of these will require testing to ensure their suitability. Testing the emergency plan will embed a practical and theoretical understanding of the plan for all staff and pupils.

The school will carry out its tests through one of the following three different types of exercises:

- Discussion-based exercises – these can develop awareness of the plan at its formulation stage through in-depth discussions
- Table-top exercises – these involve players testing out how the school's emergency plan works within a realistic scenario and are useful for identifying weaknesses
- Live play exercises – these consist of realistic rehearsals of the plan being implemented within the setting, using normal facilities and taking place in real time

When preparing for a test exercise, the school will set out a series of objectives to be achieved from the exercise, ensuring that everyone involved understands what those objectives are. The objectives will include the following:

- Testing the school's infrastructure
- Assuring the school's incident response mechanism
- Testing the readiness of staff and pupils
- Liaising with local partners to ensure effective collaboration
- Scrutinising existing emergency plans to identify weaknesses and improvements
- Finding solutions to any identified issues
- Facilitating open and honest conversations about understanding the emergency plan, what works and what doesn't work
- Achieving senior buy-in on next steps

The school will also undertake other activities to determine the robustness of its emergency plan and learn from the results to inform the future effectiveness of its security and emergency arrangements.

Participants in test exercises will be trained beforehand for them to know how to respond and take part in exercises based on incident response plans. Staff will be informed of when an exercise will take place, and it will be made clear that the exercise is to test the effectiveness of the plan, rather than the staff themselves.

The school will use a baseline to understand the suitability of its existing security and emergency measures, e.g. attempting to gain access to the school's setting to determine how easy it may be to access the school grounds or to gain information about the setting online.

The school will undertake reflective practice of its exercises, determining how its responses can be improved and what additional training may be required to strengthen its emergency plans.

If the school finds that it requires the purchasing of new equipment to help maintain or improve the effectiveness of its emergency plans, then the results of exercises will be used as evidence to secure such purchases.

You will then need to do the following:

Contact a relevant support manager/emergency contact or if unavailable another appropriate support manager/emergency contact. Request them to get ready to be deployed once you have ascertained what action is required.

Carry out any instructions which you have received from the person initially calling you out.

Proceed to an Emergency Centre, which will be delegated following a critical incident, at the school, as appropriate, so that you can be easily located to receive briefings on the situation and any special requirements.

## 9. Immediate actions in a 'level 1' emergency

### During the school day

Where an emergency occurs during the school day, i.e. during school hours where pupils and staff are on the premises in full attendance, staff will adhere to the following procedures:

- The first staff member to become aware of the emergency will establish a basic overview of the incident, including the nature of the incident, whether there are any casualties, and whether there is immediate danger to individuals' safety.
- Where there is immediate risk to safety and evacuation is required, e.g. in the event of fire, the staff member will activate fire alarms and begin following the Evacuation Procedure. The staff member will call the emergency services immediately, where necessary, on 999.
- Where there are casualties, the staff member will notify the lead first aider on the premises of the nature of the situation and the location of the emergency by telephone. Where an individual is seriously injured, the emergency services will be called. Where the staff member is first aid trained, they will begin administering first aid, where necessary and possible in the circumstances – staff members who are not first aid trained will not attempt to administer first aid.
- Where the first staff member to become aware of the emergency is not the headteacher, the staff member will alert the headteacher immediately via telephone. Where the headteacher is absent, the deputy headteacher will be contacted.
- Upon notification of the emergency, the headteacher will notify all staff of the emergency via telephone and will begin leading the school in the correct emergency procedure where this has not already commenced, e.g. evacuation, invacuation or lockdown.
- The headteacher will be responsible for ensuring all individuals are accounted for, and that they are safe and well, in the aftermath of discovering the emergency – the senior incident response team will support the headteacher in this under the headteacher's direction.
- The lead first aider will be responsible for ensuring that any individuals who need medical attention have received first aid and that an ambulance has been called where necessary. Where individuals requiring medical attention are pupils, the lead first aider will direct a member of staff to contact the pupils' parents and notify them of the situation as soon as possible. Where there has been a fatality, the headteacher will liaise with the police about informing next of kin.
- The headteacher, supported by the senior incident response team, will give regular briefings to staff, and will update pupils where necessary.
- The headteacher will ensure that actions are being taken, e.g. by emergency services, to handle the emergency situation and prevent further damage or harm where possible.
- A member of the senior incident response team will ensure that a log is kept of the initial actions taken in response to the emergency.

### During events or services outside of school hours

The headteacher will ensure that there is an appropriately qualified and trained member of the senior incident response team on the premises during all out-of-hours events and services, including:

- Wraparound care, e.g. breakfast clubs and after-school supervision.
- Out-of-school clubs, e.g. sports practices and arts clubs.
- Events involving members of the wider school community, e.g. live pupil concerts with audiences comprised of parents and community members.

This member of the senior incident response team will be aware of their responsibility to take the lead in the event that an emergency occurs during the event or service for which they are the designated senior staff member.

Where an emergency takes place during such an event or service, the same procedure as during the school day will be followed, alongside any specific procedure for a particular emergency incident. If the headteacher is not the designated senior staff member and is not on site at the time of the emergency, the designated member of the senior incident response team will undertake the headteacher's assigned actions in their absence until such time the headteacher is able to arrive on site.

As part of their training, staff members will be given advice on leading parents and members of the wider community in an emergency.

### **Outside of the school day**

Where an emergency occurs outside of the school day, i.e. outside of school hours where no pupils and staff are on the premises, or minimal staff members are on the school premises, staff will adhere to the following procedure:

- The site manager will respond to activation of emergency alarms outside of school hours and will travel to the school site wherever possible and necessary to survey the emergency.
- Where the emergency services are required and have not already been called, the site manager will call the emergency services.
- The site manager will establish a basic overview of the incident, including the nature of the incident and the extent of any property damage, and will contact the headteacher and the senior incident response team, where appropriate, to inform them of the nature of the emergency.
- The site manager and headteacher will liaise with the emergency services and will support them in their efforts to manage the emergency response.

## **10. Immediate actions in a 'level 2' emergency**

The school will work closely with the following external bodies to manage level 2 emergencies where appropriate and relevant:

- The local health protection team (HPT)
- The local police
- Any other relevant agencies as identified and signposted by the government or any of the above bodies

The school will implement any advice from these teams in handling the emergency as it occurs and will not take action until such advice has been secured. Where the advice received involves commencing a specific school procedure, e.g. lockdown or evacuation, the headteacher will lead the school in doing so, supported by the senior incident response team.

The headteacher will ensure they are up-to-date with any government guidance and advice released in relation to the emergency, and will work with the governing board and the senior incident response team to ensure the school is compliant with this guidance and advice as soon as possible.

### **Next steps in an emergency**

The headteacher, incident lead, governing board and senior incident response team will continue to manage the emergency in line with any external advice, e.g. from the government, HPTs or the local police.

The headteacher will allocate tasks amongst the senior incident response team as the need arises. The senior incident response team will update the headteacher regularly on the status of any tasks they are carrying out. If the emergency response is set to last for a significant amount of time, the headteacher will consider whether it is appropriate to rotate staff members' duties to ensure they can work effectively and maintain alertness.

The headteacher will ensure that parents are given regular updates on the status of the emergency, and that appropriate communication takes place with external individuals and organisations in line with the

Communication section of this plan. Any interest from the media will be handled in line with the Media management section of this plan.

Once the emergency response is underway, the headteacher will notify the chair of governors where they have not already been notified. The headteacher will work with the governing board and any relevant members of staff to assess how long the emergency will take to be managed and whether it is safe to resume offering education on the premises, in line with the School closure section of this plan.

The school will continue to operate with any emergency services that are engaged in the emergency response. The site manager will ensure that emergency services are permitted full access to any areas of the school site they need. The headteacher will provide accurate and up-to-date information to emergency services where needed, and will facilitate conversations between these services and pupils, staff and/or parents where appropriate.

Upon receipt of initial call from the person acting as Our Lady of Sion School Emergency Team, note down the details of the emergency and follow instructions given or standby pending further.

### **After the incident**

The Senior Incident Response Team will be responsible for ensuring that the school complies with its reporting and record keeping obligations in relation to the incident, including the ISI, HSE, Charity Commission or Ofsted

Following the incident, the school will take all reasonable steps to collect and preserve relevant evidence and documentation.

The school will not keep evidence and documentation containing personal information, which has been collated because of an incident for any longer than is reasonably necessary in compliance with the School's Data Protection Act 1998 obligations.

Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the school, documents (which include electronic documents) will be retained for at least six years.

An appropriate member of the Emergency Team will be nominated to investigate the incident, if it is considered that an investigation is necessary.

The Emergency Team will not sanction any internal investigation which may prejudice the investigations of outside agencies.

No admission of liability on the school's behalf should be made without legal advice and / or prior agreement from the school's insurers.

The school will also consider arrangements for support and follow-up for staff and pupils who have been affected by the incident, such as counselling.

Following an incident, this policy, and other policies, procedures and /or relevant risk assessments will be reviewed as appropriate.

## **11. Personal Emergency Evacuation Plans (PEEPs)**

The school will prepare personal emergency evacuation plans (PEEPs) for staff and pupils with either temporary or permanent disabilities which may prevent their ability to evacuate from an emergency as quickly as their peers.

The PEEPs will be produced in consultation the staff member(s) and or pupil(s) who need them to best determine their needs and the alternative arrangements which will be prepared for them.

When preparing PEEPs, the school will consider how to best adjust its PEEPs for a range of emergency scenarios. The school will also review temporary PEEPs which are put into place for staff and or pupils with temporary conditions.

The school will also amend its overall emergency response plan to account for the varying needs of disabled staff and pupils.

## 12. Emergency Grab Bag

The school will compile an emergency grab bag for use during responses to a terrorist incident. Grab bags contain a selection of items which can be useful in an emergency. These items can include the following:

- Communications equipment, either digital or physical, to help staff and parents communicate with each other during an incident
- Useful documentation, such as contact details for emergency services,
- Pens and paper to help in the use of communications equipment and useful documentation
- Public access trauma first aid kits (PACT), which support the treatment of anyone suffering immediate life-threatening injuries
- Bottles of water
- Inhalers
- Plasters and/or cotton wool for treatment injuries

The school will also consider the number of grab bags it will compile, varying items for pupils with specific needs, and the most strategic locations where they will be placed around the setting.

## 13. School Closure

The school will endeavour to keep the school open to all pupils for face-to-face learning as far as is reasonably possible, and will view any limitations to on-site attendance, including partial and full closure of the school, as a last resort.

Decisions on whether to close the school will be made between the governing board and the headteacher. Where possible, decisions on school closures will be made before 8:00am; however, closures may also have to occur during the school day on rare occasions. Where any decision is made to close the school, this decision will be recorded alongside the reasons for the judgement and stored with any relevant risk assessments or documentation which informed the decision. This record will be signed by all parties involved in making the decision, including the headteacher and the chair of governors.

The headteacher will ensure that parents and staff are informed of the decision to close the school in line with the Communication section of this plan.

Where school is closed during the school day, the following procedure is followed:

- Pupils aged **13 and over** will be permitted to leave the school by themselves, provided they have been accounted for following the emergency situation, e.g. post-evacuation.
- The headteacher will contact the school's transport provider to ensure that transport is arranged for pupils who travel to school on dedicated school transport.
- At least **two** members of the senior incident response team, as well as the headteacher, will remain on the school site with pupils requiring collection until they have been collected. Staff members who have a good reason to leave the school, e.g. there is a severe weather warning and they have a long drive to return home which may become too dangerous as the day progresses, will not be asked to stay on the school premises. Staff members who are not required to stay on the premises will leave the premises immediately unless they volunteer to stay and help with the emergency response.



Where the school closes before the school day has commenced, the following procedure will be followed:

- The headteacher and one other staff member will stay at the school site to ensure that any pupils who have not been reached in time are informed of the emergency and the decision to close the school as they arrive.
- Where pupils require collection, or cannot return home, e.g. because their parents have since left for work, the headteacher will contact their parent via telephone to inform them of the decision to close the school and will wait with the pupils until the last pupil has been collected.

### **Failure of school systems**

Where a vital school system, e.g. the heating system, has failed, the headteacher and governing board will assess whether the conditions within the school remain suitable, appropriate, safe and fair for their employees and children to continue on the premises. This may involve a risk assessment, and will take into account factors such as:

- Whether any statutory or good practice conditions, e.g. minimum or maximum recommended working temperatures, are breached.
- Whether the failed system disadvantages particular pupils or staff disproportionately, e.g. due to a protected characteristic.
- Whether the failure of the system renders the operational aspects of keeping the school running smoothly impossible or more difficult than is reasonable.
- Whether the failure of the system compromises the ability of staff to keep pupils safe.

### **Severe staff shortage**

Where control measures to cover staff absence, e.g. those outlined within the Workforce section of this plan, are not possible, or are not sufficient to manage the levels of staff absence, the school will move to partial closure, where vulnerable pupils and children of critical workers will be educated on site by remaining staff – other pupils will be sent home and their education managed in line with the Continuation of education section of this plan.

### **Where the school site has become a crime scene**

Where the school site has become a crime scene following an emergency, the headteacher will be responsible for clearing all individuals off the school premises as soon as possible in line with advice from the police and/or fire and rescue services.

The headteacher will work with the police and will provide them with all necessary information to help their investigation and ensure that the school site can reopen as soon as possible.

The headteacher and governing board will not reopen the school or allow anyone back on to the school premises until they are given explicit permission to do so by the police, to ensure that no investigations are hindered.

### **Severe weather**

The headteacher and governing board will review weather forecasts in response to reports of incoming severe weather and will liaise with the LA and other schools in the local area when making decisions related to school closure.

The school will close temporarily in the following circumstances:

- A severe weather incident has made the school building inaccessible or dangerous to inhabit.

- The repercussions from a severe weather incident, e.g. a flood, mean that reparative work must be undertaken on the school building, and such work poses significant risk to the health and safety of pupils, staff and visitors.
- The school has been advised to close by a government authority.
- Any travel is being strongly discouraged by weather services and/or the government.

### **Health and safety risks on the school premises**

The headteacher and governing board will consider whether remaining on the school site poses any significant risk to the health, safety or wellbeing of individuals, and will assess whether risk to health, safety or wellbeing of pupils and staff posed by potential school closure is of a comparable level or is more significant. The headteacher and governing board will also consider whether action can be taken to mitigate any significant risks to a level that means the risk is no longer classed as significant.

Where there is not found to be a significant risk posed to the health, safety or wellbeing of pupils, the school will remain fully open. The headteacher will record the decision to keep the school fully open, as well as the reasons for the decision.

Where significant risks have been identified, but control measures could reduce the risk to a level not considered significant, or could fix the risk entirely, the headteacher and governing board will consider closing the school temporarily, e.g. for half a day, in order to grant sufficient time to properly implement the control measures. The school will ensure that any relevant contractors or agencies needed to implement these control measures are contacted immediately. While the school will by no means rush the proper implementation of control measures, the school will aim to ensure work can be completed as soon and as quickly as possible to ensure the school's closure has minimal impact on the continuity of pupils' education. The school will then open fully from the start of the next school day after work has been completed.

Where significant risk has been identified, and control measures cannot be implemented immediately or sufficiently to adequately mitigate risk to health, safety or wellbeing, the headteacher and governing board will consider school closure.

## **14. Continuation of education**

The school is committed to ensuring the continuation of education even in the event that the school must close, either partially or fully, and remote education will be provided for pupils where such closure occurs in line with the Remote Education Policy.

When considering school closure, the headteacher and governing board will consider whether it is possible to continue educating vulnerable pupils and children of critical workers on site. These pupils will always be given priority whenever restrictions to attendance are implemented in response to an emergency situation.

## **15. Safeguarding and pupil wellbeing**

Ensuring safeguarding arrangements remain effective during periods of restricted attendance will remain a key priority in the event of an emergency. The school will continue to follow the Child Protection and Safeguarding Policy during an emergency, including where pupils are being educated at home.

The school will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they continue to take immediate action in line with the procedures outlined in the Child Protection and Safeguarding Policy.
- Pupils have adequate opportunity to approach staff members, whether in person or virtually, to express concerns or disclose that they are being harmed.
- A DSL or deputy DSL is always available and contactable.

- Pupils are aware of which staff members to approach regarding safeguarding concerns and incidents, and that this information is available throughout the school, e.g. displayed on posters.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on site where possible. Where this is not possible, the school will ensure that the DSL or deputy DSL, or a DSL or deputy DSL from another school, is available to contact at all times. In addition, the headteacher will support the DSL in coordinating safeguarding on site during emergencies.

The DSL and senior mental health lead will work together to implement a whole-school approach to the promotion and protection of pupil's mental health, wellbeing and safety during, and in the aftermath of, an emergency. Pupils exhibiting signs of mental health or wellbeing issues will be referred to the DSL, who will liaise with the senior mental health lead to ensure that they are given appropriate pastoral care and external support where appropriate in line with the Pupil Wellbeing Policy.

## 16. Send Support

The school will do all that it reasonably can to ensure that the needs of every pupil with an EHC plan continue to be met throughout any emergency, and that each EHC plan's provisions are maintained in full wherever possible. The SENCO will liaise with the LA, the pupil and their parent in the event that they are concerned the school may not be able to meet some of its duties outlined in the EHC plan due to the impact of the emergency situation – alternative arrangements will be agreed upon wherever possible to ensure the pupil can still be supported as far as possible.

The headteacher and SENCO will ensure that parents of pupils with SEND are kept updated on the ways in which the emergency may impact their child's education and support, and that parents are given the opportunity to give feedback and ask questions to the SENCO about their child's care.

The SENCO will ensure that the needs of all pupils with SEND are considered in all specific procedures for particular emergencies, e.g. that PEEPs are drafted where necessary.

Where the emergency is likely to be long-term, the school will conduct individual risk assessments to ensure control measures can be implemented to ensure the situation does not have a disproportionately adverse impact on pupils with SEND.

## 17. Workforce

### Staffing shortages

Where the school is facing a severe shortage of staff, e.g. due to severe weather conditions limiting travel or an outbreak of an infectious disease, the headteacher and governing board will consider the following options in the first instance:

- Temporarily mixing groups of pupils who would otherwise be educated separately.
- Temporarily relaxing staff:pupil ratios to allow for classes to be merged.
- Allowing staff to work from home, e.g. having teaching staff educate on-site and off-site pupils through blended virtual meetings with on-site pupils supervised by qualified support staff.
- Making use of agency workers and other temporary staff.
- Working with other schools in the local area, e.g. to share staff or merge classes.
- Working with the LA, where possible, to identify appropriate alternate provision.

The above measures will also be considered for the provision of wraparound care.

Where severe staff shortages prevent the safe continuation of extracurricular activities, the activities will be postponed until further notice. The school will generally not cover extracurricular activities with other staff.

During periods of staff shortage, the headteacher and governing board will consider implementing adjustments to working arrangements, e.g. changing the way staff are deployed, to reduce the impact on the workload of individual staff members.

### **Staff wellbeing**

The governing board will ensure that there is wellbeing support in place for staff members to cope with an emergency and its aftermath, in line with the Staff Wellbeing Policy. Staff members' line managers will establish regular check-ins with them in the aftermath of an emergency – or during the emergency if it is prolonged, e.g. in the event of a serious public health incident – to make sure they are coping and aid them in procuring support, whether internal or external, where appropriate.

Where an emergency situation has caused staff shortages, staff members will be supported to ensure that there is not a disproportionate impact on individual staff members' workload. Staff members will have regular catch-ups with their line managers to discuss the impact of the emergency situation on their workload and to flag any workload-related wellbeing issues, e.g. stress. Where a staff member is showing signs of stress, the headteacher will work with the governing board and the staff member's line manager to reduce their workload to manageable levels and will consider adjustments to their working arrangements to ensure they can recover, e.g. flexible working hours or remote working.

Where an emergency situation has been traumatic for staff members, the school will support them to access mental health support and will work with them on an individual basis to make adjustments to their working arrangements to accommodate recovery from trauma, e.g. mental health appointments or leaves of absence.

Where the emergency situation has resulted in a death within the school community, e.g. of a fellow staff member or pupil, staff will be supported to access bereavement support and individual cases will be handled in line with the Bereavement Policy.

## **18. Exams and assessments**

In all but the most exceptional of circumstances, exams and assessments will take place as normal in line with the Assessment and Examination Policy.

In the event that the school is required to close during examinations or assessments which use the school as the examination centre, the school will work with the LA to arrange an alternative venue. The school will generally use **the Junior School** as an alternative venue for examinations and assessments.

The headteacher will ensure that it always has a sufficient number of suitable invigilators, who are not members of school staff, who they can contact in the event of invigilator absence during exams and assessments.

In the event that a pupil, or multiple pupils, cannot attend an exam or formal assessment due to an emergency situation, the school will make alternative arrangements on a case-by-case basis. These may include:

- Offering the opportunity to apply for special consideration to receive an exam result based on the exams and non-exam assessments that the pupil was able to complete.
- Working with the awarding body to allow the pupil to sit a missed exam at a later date where their qualification allows it.

Where an Early Years or Junior School pupil is unable to complete a statutory assessment due to exceptional circumstances, the school will first attempt to move the assessment to a different point in the assessment window where possible. If this is not possible, and no timetable variations can be agreed with the STA, the pupil's teacher will report alternative information about their performance to their parents.

## 19. Communication

Where an emergency has taken place during school hours, the headteacher will ensure that parents are notified as soon as is appropriate, bearing in mind that there is no one-size-fits-all approach to communication in an emergency situation. The headteacher and the chair of governors will work together to decide at which point all parents should be notified, taking into account the severity and sensitivity of the emergency and any policies outlined in specific procedures for particular emergency incidents. In general, parents will be notified as soon as possible.

Where there has been a fatality, the headteacher will **not** notify the next of kin of the victim(s) and will instead liaise with the police to ensure that they are informed in an appropriate way which is sensitive and does not compromise any ongoing investigations.

Where the emergency has taken place outside of school hours, the headteacher will ensure that parents and staff are notified about the emergency before the start of the next school day.

The headteacher will communicate the details of the emergency incident via a letter to parents, staff and stakeholders which will summarise:

- The nature of the emergency.
- Details of any property damage.
- Whether there were any injuries or fatalities.
- The school's immediate response to the emergency.
- How the school is handling the emergency in the long-term.
- How the school plans to mitigate the risk of similar emergencies occurring in the future.
- How to contact the school with questions or concerns.

Where an emergency has occurred during the school day and the school is required to close, the headteacher will ensure that:

- The senior incident response team is notified of this decision immediately and disseminates the information to other school staff.
- Parents are notified of this decision through the schools text messaging service as soon as possible.
- The school website is updated to reflect the decision.
- Local radio stations are alerted to the decision so they can publicise it to parents, staff and other members of the school community.

Where the school is facing short-term closure, the headteacher will ensure that staff and parents are notified each school day by 7:00am whether the closure will continue for that day via the school's text messaging service. Where the school is facing longer-term closure, the headteacher will send weekly updates to parents and staff about the status of the school closure via the school's text messaging service and will inform them one week before the school is due to reopen.

## 20. Media Management

The Premises manager will coordinate the effort to ensure that no media access to the school site is given during an emergency. The headteacher will request support from the police to ensure that media can be kept fully off the school site and will designate a specific off-site area for the media that is sufficiently separate from all the main entrances and exits.

Incident leads will lead any responses to interest in the emergency from social media and, if required, interest from mainstream media.

Members of the media will only be permitted to enter the school site where there is a specific reason for doing so, e.g. a scheduled interview, and where:

- They can be supervised at all times by a senior member of staff.
- The necessary permission and consent have been sought.
- They have signed or otherwise committed to an agreement to observe appropriate conduct on the school premises, e.g. not recording pupils without consent, refraining from engaging pupils in one-to-one conversations, etc.

No member of staff will offer any comment to the media until the headteacher has delivered an official statement. Only the headteacher and members of the senior incident response team will be permitted to speak to the media about the emergency. The headteacher will work with the senior incident response team and the police, where necessary, to ensure a consistent response is given to all media outlets. No member of staff who has not received media training will be permitted to speak to the media.

Where the emergency has prompted an ongoing police investigation, all staff members and governors will be informed to avoid speaking to the media in all circumstances where they have not been explicitly cleared by the police to do so.

The headteacher and senior incident response team will ensure, to the best of their ability, that the media does not report details about the emergency, e.g. names or numbers of injured pupils, before the school has had the chance to inform parents and stakeholders.

Members of staff who have offered unauthorised comment to the media will report this to the headteacher immediately so that they can handle this in line with the Media Relations Policy.

## 21. Insurance

The school's insurance details are below:

Insurance information	
<b>Name of insurance provider</b>	Marsh (broker)
<b>Contact number of insurance provider</b>	01444 335164
<b>Email address of insurance provider</b>	Elaine Wakely, Elaine.Wakely@marsh.com

The school is covered for the following emergency situations:

- Fire
- Flooding
- Theft

The Bursar will call the school's insurance provider as soon as is practicable after the emergency occurs.

## 22. Monitoring and review

This emergency plan will be reviewed annually by the headteacher, bursar and governing board, with input from the senior incident response team and other relevant staff members as appropriate. The plan will also be updated in response to reviews and evaluation conducted on any emergency incident.

All updates and changes to this plan will be communicated to all staff and stakeholders. Following changes, the governing board will assess whether they believe it is appropriate to offer refresher training to all staff and/or the headteacher and senior incident response team.