

St. David's C/W Primary School



Emergency Planning Procedures Policy

Emergency Planning

Emergencies are hard to predict, but events can be planned for. This handbook sets out some of the basic requirements for health and safety in our school and goes on to look at general issues to consider should an emergency arise such as evacuation procedures and calling emergency services.

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ST. DAVID'S CHURCH IN WALES PRIMARY SCHOOL

POLICY FOR: EMERGENCY PLANNING PROCEDURES

1. The purpose of an Emergency Management Plan is to allow consideration of various types of emergency and about how the school is placed to deal with them. The plan will give the school community confidence and agreed procedures when faced with a crisis.
2. At St David's C/W Primary School we recognise that a climate of support and trust among staff will strengthen our school's response at a time of crisis. We further recognise the importance of the need for support and identifying ways of obtaining it. We aim to work with the Diocesan Board for Education and the LEA in seeking assistance for dealing with emergencies, as well as developing links with other agencies.
3. All staff at St David's C/W Primary School will be involved in developing emergency procedures. The Head teacher, Senior Management Team and School Administration Officer (SAO) will hold key roles when responding to emergencies and in leading this response. There is an Emergency Planning Procedures file which is kept in the Head teacher's office. All staff will have access to the file and senior staff and the SAO will have access to emergency contact information. The SAO will have access to personnel files on the computer system. A copy file of contact numbers and addresses will be held in the filing cabinet in the office, as well as an offsite copy held with the Head teacher. A nominated Governor will keep a copy of key contact numbers and emergency procedures at home.
4. The Governing Body will need to ensure that our school has a detailed planning document. It will nominate a governor to assist in responding the media. All staff will be instructed not to give interviews or comments on any matter that arises. They will be further instructed not to put anything in writing or hand out any written material from the school. All media requests must be directed to the Head teacher or nominated governor. Pupils will be encouraged to play their part. Parents will be fully informed of the policy and procedures for emergencies and that the security and welfare of all pupils and staff is safeguarded.
5. This policy is the responsibility of the Head teacher and Governing Body. All staff are responsible for its implementation.
6. This policy is to be read alongside Health and Safety, Child Protection, Substance Misuse, Fire Safety Management, Arson Prevention, Dealing with Bereavement and Administration of Medicine.

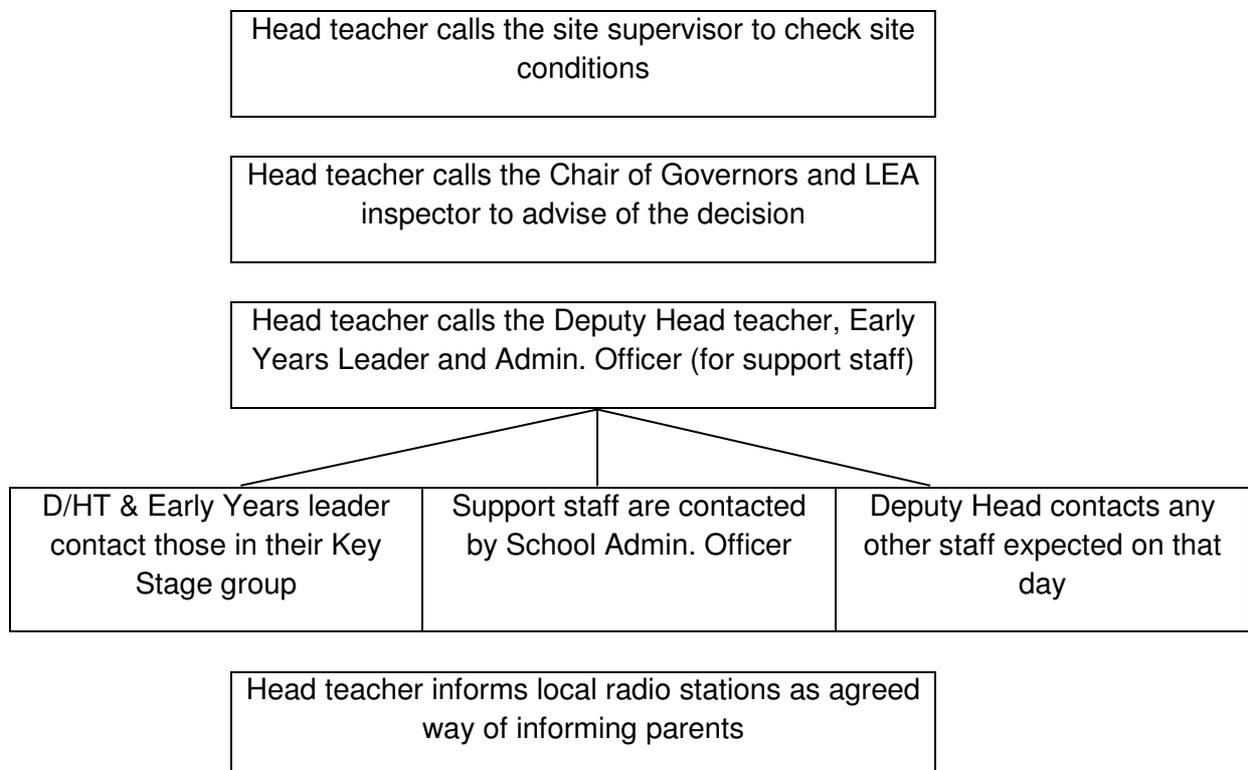
EMERGENCY ACTION

Guidelines for dealing with the unforeseen

The following guidance we will hopefully never need to use. However, it is important that we have procedures to follow in case of the unexpected. Although some possibilities are covered here, it cannot be totally comprehensive. In the end good sense and judgement are the most valuable assets with the principle of placing the children's needs first as the drive for the decisions we take.

In the event of bad weather

If the bad weather has occurred overnight, the following procedure applies:



The same procedure would be used for every day that the bad weather continues.

Action checklist in the case of bad weather

1. Are any peripatetic staff expected on site?
2. Were any trips arranged involving buses /coaches?
3. Have taxis transporting children been contacted?
4. Are any other groups using the school building during this time?
5. Had any meetings been arranged involving people from other schools/institutions?
6. Can someone be on site to answer phone calls and receive any children whose families are unaware of changing circumstances?
7. Have lunchtime supervisors been informed and arrangements made for school dinners?

To contact parents

During offsite activities a cascade system of phone calls should be in place so that a limited number parents need to be rung directly. During preparations the visit co-ordinator should select a small group of trustworthy parents who would be given a contact number and whose numbers would be retained by the co-ordinator. Each of these parents, in turn, will keep the numbers of other parents to ring. The system can also run in reverse in the event of apparent needing to contact the off-site leader.

In the event of children being collected early – this would only be an alternative in the most extreme of situations due to the number of children the availability of phone lines and the difficulties this would afford many working families. Where essential, year leaders would use the available phone line to ring parents of children who are likely to be at home. In some cases they may also be available to collect and take care of children with working parents, with such parents being contacted as to the change in plan.

Any children unable to leave the school site would be catered for by staff selected by their willingness to stay on site and travel the distance between home and school. Where only a small number of children remain, they might be catered for in the after school children's club.

In the event of evacuation

The children's contact information would be taken from the office and phone calls made from wherever the temporary school site was. Local radio stations would also be informed and, if appropriate, signs placed on the school gates.

Checklist in case of emergencies

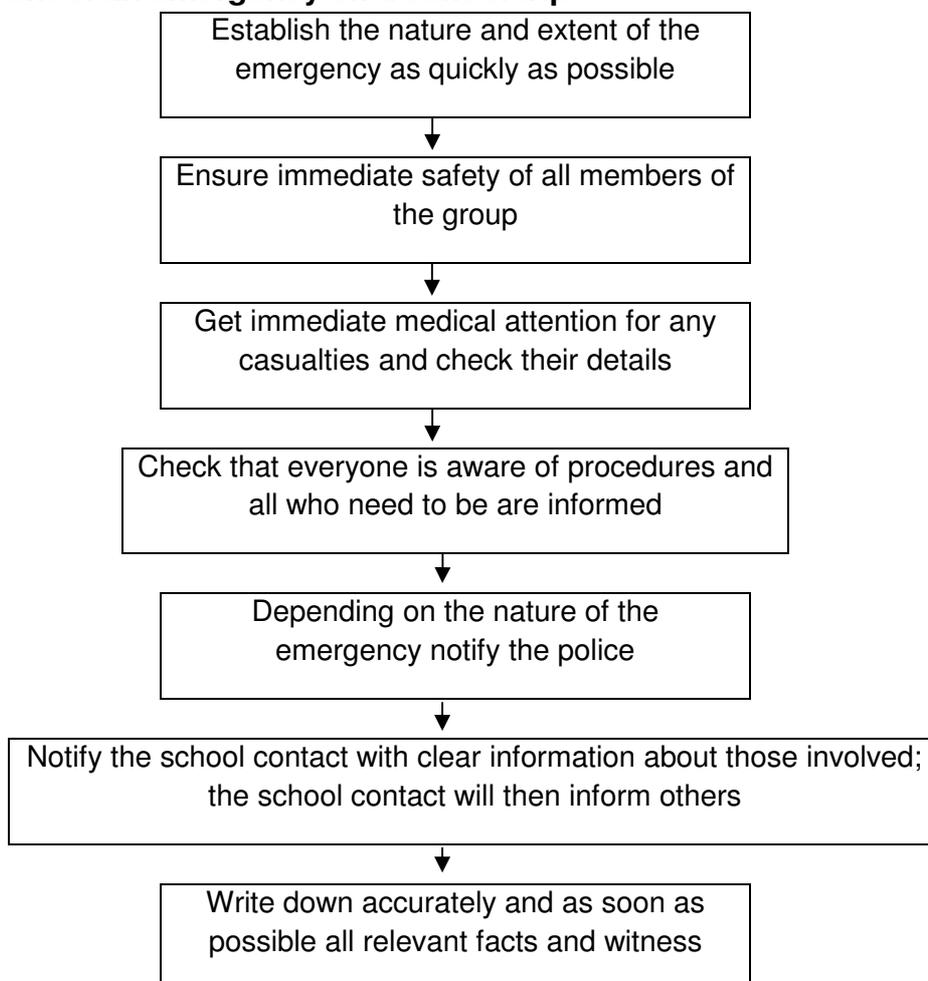
1. Has the immediate safety of the children and staff been secured?
2. Have the emergency services been called?
3. Have the relevant families been informed?
4. Has the LEA been informed and advice taken?
5. Has the press office been contacted and a statement prepared?
6. Is the immediate school community aware of circumstances and briefed as to their role and implications?
7. Have details of events and actions been recorded?
8. Has consultation with the Chair of Governors taken place and have long-term implications and decisions been discussed?
9. Has a way of informing the wider school community been decided?
10. How will queries be dealt with?

Guiding principles

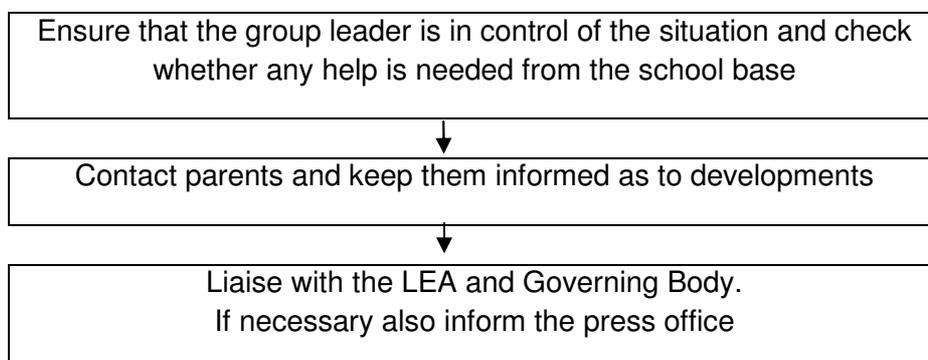
1. Be aware of facts and gather information if time
2. Seek advice
3. Keep people informed including – parents, LEA, Governors, staff
4. Only named people to speak to the press

5. Try to keep things as normal as possible for the majority, the majority of the time
6. Seek counselling opportunities for staff and students over the long term
7. Speak to other schools who have been through similar experiences
8. People will look to you to determine their own reactions
9. There probably isn't anything that hasn't already happened to someone – you are not alone!

In the event of an emergency on a school trip



School contact responsibilities



The school contact should make sure they have:

- ❖ Nature, date and time of incident
- ❖ Location
- ❖ Names and injury details
- ❖ Action taken so far
- ❖ Action to be taken

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

- Ensure that if children are on site any available barriers e.g. magnetised doors are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

In the event of trespassers in the playground

Where a person is not immediately recognised as having legitimate reason to be on the school grounds, they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge. If it emerges that the person has no right to be on the school premises they should be asked to leave by the nearest exit and observed until they do so. The most senior member of staff available should be informed. Where an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the police should be called without delay.

If you feel in any way threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

Lone working and personal security

Key holders responding to an alarm

Please note:

- * Always assume an alarm is genuine
- * If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- * take a torch and (if available) a personal attack alarm with you * take
a mobile phone
- * look outside your own home before going out in case someone is watching you leave
- * tell someone where you are going and how long you are likely to be

If police are attending the incident then:

- * wait for the police to arrive before entering the site

If the police are not attending:

- * never confront an intruder or approach a building on your own if you think an intruder may be in there. Call the police and wait outside.

- * do not enter or approach a building on your own if you are concerned for your safety
- * check from the outside of the school and at a distance to see whether there are any signs of an intrusion
- * check whether there are any unexpected vehicles in the area
- * make sure you have a mobile phone to summon help if necessary

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- * tell somebody where you are and what time you will be home
- * ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- * if you are the last member of staff to leave ensure that the door through which you leave locks behind you
- * if anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Head teacher's room, office or mobile phone
- * always be alert when leaving the building

Key holders managing lettings (when applicable)

- * as far as possible only open up the part of the building which has been hired
- * for locking up, return to the building before the hirers leave
- * check the areas for any hidden intruders before the hirers leave

In the event of an abusive parent / adult

Make sure any meeting with an adult who you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent or adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If an incident has occurred then an incident form should be completed and it may be necessary to inform the Governors and/or LEA for further action to be taken. Make sure that you attend to your own emotional needs following any incident and seek help and support as necessary.

In the event of it being suspected that a person or pupil is carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances, staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the the pupil or person to a place where no other pupils are present.

A member of staff can search a pupil where they agree to co-operate. However, where a pupil declines this, a search should always be undertaken by the police. Where the person is not a registered pupil, the search should always be conducted by the police.

In the event of a high profile press release

Staff should not speak to the press without consultation with the Head teacher. All press releases will be administered through the Head teacher and LEA press office.

In some cases it may be necessary to alert other family members and people associated with the school of the likelihood of press interest. Once more, any communication should be official.

INVOLVING STAFF, PUPILS AND PARENTS

Good security involves everyone in the school, even when responsibilities are delegated to named personnel. Staff will remain committed if they are involved and informed of decisions and at our school we aim to involve all stakeholders in the policy and procedure discussions.

Teaching and support staff need to know how to :

- Protect pupils from all hazards
- Guard against assault
- Safeguard property
- Implement our school's emergency plans

The head teacher will be available to offer advice at all times. When an incident occurs that the school is unable to deal with, the LEA and local police will be contacted.

Pupils will be encouraged to play their part by being vigilant, informing staff when strangers are on the premises, talking to the School's Council about bullying and playtime behaviour issues.

Parents will be informed that a policy is in place to safeguard the welfare of pupils and staff. The parent information leaflet will outline what is required of them and how they can help to ensure that health and safety procedures are adhered to.

What is a major incident?

It is highly unlikely that we shall be faced with a major incident during our lifetime; nevertheless tragedies do occur and we must be prepared. Causes of major incidents can be:

Natural:

- Severe weather
- Flooding
- Landslide
- Earthquake
- Epidemics
- Heat waves

Man made:

- Air, road or rail accident
- Escape of dangerous chemicals and gases
- Explosions
- Radiation incidents
- Terrorist acts
- Crowd related incidents
- Pollution
- Fire and building collapse

Procedures are in place to deal with any incident; pupil safety is our priority.

ACCIDENTS

As an employer of over 10 employees the Governing Body will keep readily available accident records, either in written or electronic form. These records will be kept for a minimum of 3 years.

Recording accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 some accidents must be reported to the HSE. Although the Governing Body is the employer the school will follow the LEA procedures, as some serious or significant accidents need to be reported centrally for insurance or statistical purposes. The school will also inform the Diocesan Education Board of the incident.

The following accidents will be reported to HSE if they injure an employee or contractor on the school premises:

- Accidents resulting in death or major injury (including violence)
- Accidents which prevent a person from doing their normal work for more than 3 days (including violence)
- Accidents to pupils or visitors who are killed or taken from the site of the accident to hospital
- The accident arises out of or in connection with work, including any school activity, on or off site; the way the school activity has been managed and organised; the use of machinery or substances; the design or condition of the premises.

All accidents that occur during the school day will be reported to parents of the victim at the end of the school day. All head injuries will be reported immediately using the emergency contact numbers provided. Parents will be contacted in the event of all serious accidents and if necessary the school will contact the emergency services. Serious accidents will be reported immediately to the Head teacher. This will be recorded in the Accident book.

Building Problems & Major Construction Work in Schools.

Wherever possible, major building works will take place during school holidays or at weekends. See "Reoccupation after evacuation" for reopening the school after completion.

All staff should be vigilant and report building problems, but the Caretaker & Headteacher are responsible for daily checks. If an incident occurs the area should be cordoned off and a safety

risk assessment carried out. The headteacher will inform the LEA and Governing Body if the school needs to be closed. Where evacuation of the site is necessary pupils will assemble at the Village Hall.

An instance of collapse or severe damage causing injury would be treated as a medical emergency following accident /incident procedures and all persons involved or witnessing such, would have access to appropriate support networks.

Epidemic/ pandemic

Local and national guidance and the latest information will be shared with the wider community, whenever appropriate. All staff will support pupils in preventative self-hygiene measures.

All persons experiencing symptoms will be advised to remain at home for at least a week. Parents will be informed when there are cases in school.

The school will remain open unless advised otherwise by the Authority or if insufficient staff are available to meet the ratios. The Authority will be informed of any closure and the information placed upon the website for the wider community. Parents can be informed via the school ParentMail text-system.

Staff follow the procedures re informing of their absence and the Head/Assistant Head organise appropriate supply cover according to the policy.

First Aid

All staff are First Aid trained and this training is updated every 3 years. Miss Croke, Mrs Higgins & Mrs Owen, have received the full First Aid Training course. First Aid can save lives and prevent minor injuries becoming major ones. Staff will administer First Aid to pupils' minor injuries such as cuts and grazes, stings and bumps. Suspected breaks will be supported as outlined through First Aid training, parents called and recommended to attend casualty. No medication, antiseptic or cream will be applied to cuts. Plasters will only be administered if parental permission is given. Cold compresses will be applied to bruises, sprains and bumps.

If a pupil is taken ill in school, the Head teacher will be informed. Only the Head teacher will make a decision as to whether parents are to be contacted to take the pupil home.

Sick children must never be left unsupervised.

FIRE

Read alongside Fire Risk Policy and Arson Prevention Policy, the Fire Precautions Regulations 1997 require all workplaces to have an emergency plan. Whilst no school is immune from the risk of fire, schools can certainly reduce the chances of it happening. All staff will be aware of the fire related policies, evacuation procedures and prevention matters. In the event of a fire the school will be evacuated following the procedures adopted in Fire Drills. Our school has a fire drill once a term. The School Administration Officer will call the Fire Brigade in the event of a fire. All classrooms will have Fire Action Poster displayed clearly. The Governing Body and Head teacher are responsible for fire safety. The main aims at our school are to minimise the risk of fire, protect the means of escape and limit the spread of fire.

The main duties regarding Fire Safety are:

- Make hazard and risk assessments
- Be responsible for fire training
- Produce an emergency plan and put up posters
- Conduct fire drills
- Check the adequacy and maintenance of fire fighting equipment
- Conduct fire safety inspections
- Ensure escape routes and exit doors are unobstructed and open correctly
- Check alarms and update records
- Report termly to the Governing Body
- Termly fire drills

Tremorfa Alarms maintain the alarm system and carry out termly checks. The fire equipment is maintained by the independent fire services who carry out an annual check. All staff are trained in the use of fire extinguishers, but are encouraged to call the fire brigade in the event of a fire.

In the event of a fire every effort will be made to minimise disruption to the school. In order for this to be effective, our school will operate the following plan:

- The location of any potential hazards will be noted and the emergency services will be made aware of their location
- The Premises Committee will co-ordinate the work of making the building safe
- The school site will be made immediately secure after a fire, including portable equipment, radiators and pipe work
- Salvage work will be carried out immediately so that material and equipment can be brought back to operational order
- The treasurer of the Governing Body will contact the insurance company, liaise with the loss adjuster and agree the insurance claim with the Governing Body
- Temporary provision and classroom space will be discussed with the LEA and Diocesan Director
- Information to parents will be communicated as outlined in the Communicating to parents section
- School will contact the Catering Service to arrange meals should the kitchen be out of action
- The LEA will arrange alternative transport arrangements should this be necessary
- Water and power supplies will be checked

FLOOD

The effects of flooding can be devastating to the running of a school. Even though we are outside a flood zone, it is still important to have a plan in place should flooding occur. The main issue is to minimise flood water entry and damage. In the event of a flood threat our school will:

- Use sandbags, plywood, or metal sheeting on doors, windows
- Seal doors with silicone sealant
- Place sandbags down toilets, put plugs into sinks and weigh down with heavy objects
- Store materials, such as foodstuffs and chemicals, up high

Reducing flood damage

In order to prevent damage to buildings and equipment, advance planning procedures have been put in place.

- Gas, electricity and water supplies will be turned off at the mains
- Cookers and large electrical items will be disconnected
- All electrical items will be unplugged and stored up high

After flooding

- Gas, electricity and water services should not be reconnected until systems are checked by a registered engineer
- Appliances affected by floodwater should be allowed to dry out and a qualified electrician, CORGI gas engineer or plumber will inspect them before use.

After the flood

Repairs will not be attempted until after the flooding has ceased. The school will contact the Vale Cleansing Department and Building Services to carry out repairs and cleaning. On no account will anybody attempt work beyond their capabilities, including the caretaker.

The school building will not be reoccupied until three main steps have been taken: the removal of mud, cleaning and disinfecting, drying out.

During the cleaning process no children will be attempted while the building has sediment remaining inside or if the building has suffered serious structural damage.

During the cleaning process no children will be allowed on site, nor pregnant women. Health and safety regulations will be followed, including the wearing of protective clothing; hands will be washed regularly in case of contamination by rats, sewage or chemicals; cuts and grazes will be cleansed and covered; heavy objects will not be lifted; deep or standing water will not be entered; care will be taken to avoid sharp objects and hidden obstacles.

EVACUATION PROCEDURES

We have put in place an evacuation plan which will be use in the event of flood, gas leaks, toxic odours etc.

- All pupils and adults will be removed from the school building to the point furthest away from the school (other side of the field)
- Physically impaired pupils will be assisted by LSAs
- The Head teacher will check that all areas are evacuated – toilets, corridors, exit points
- If an accident occurs outside school all pupils will be gathered in the hall with all staff present
- An initial head count will take place and in case of disparity between headcount and number in register, a roll call will take place
- Parents will be contacted to collect pupils as soon as possible. Staff will remain on site until all children have been removed, or at the discretion of the Head teacher. The Chair of Governors and LEA will be informed.

Fire evacuation procedures

Evacuation procedures are set out in the staff handbook, the student handbook, the midday supervisors' handbook and are also displayed in each classroom. A termly fire drill reinforces the rules with pupils and staff.

The Head teacher will investigate the proximity of fire if the alarm should sound and the Administration Officer will call 999 immediately, should the fire show signs of spreading. A small fire should be tackled with trained person using an extinguisher (such as a bin fire). The Head teacher will check the building. A roll call will have taken place by the class teacher and the Head teacher will confirm that all pupils are safely evacuated. The visitors' book will be

checked to ensure that all adults are evacuated. No person will be allowed to return to the building until the Fire Brigade declare it safe.

Gas Leak evacuation procedures.

The school has an LPG tank situated in the car park which provides a gas supply for the kitchen only. The gas has a distinctive odour which all staff will be encouraged to make themselves aware of (during refuelling of the tank).

If there is a suspected internal leak, a wall mounted Emergency Control Valve in the kitchen can be turned to the off position and the school will immediately be evacuated. The fire alarm should not be sounded, and no electrical equipment should be operated (including switches) but instead the Headteacher or person in charge will alert all staff to ensure the school building is evacuated safely.

All possible sources of ignition within the vicinity of the leak will be extinguished. The standard evacuation procedure will then be followed. A roll call will have taken place by the class teacher and the Headteacher will confirm that all pupils and staff have been safely evacuated. The visitors' book will be checked to ensure all adults are evacuated. All windows will be opened to increase ventilation. No person will be allowed to return to the building until Flogas declare it safe. On suspicion of a gas leak the Administration Officer will call:

Flogas Emergency Helpline: 08457 200 100

(The service isolation valve on the storage vessel will be closed)

TERRORISM

We cannot predict these sort of events and certainly will not formulate a policy other than the following advice:

- Any suspicious activity or package will be reported to the police immediately
- The Home Office terrorist advice will be the main source of information on the subject of terrorism. The LEA will issue advice to all schools and these are the procedures we will follow.

Bomb Scare

Malicious hoaxers are statistically more likely than serious threats. Nevertheless, bomb threats need to be taken seriously.

The majority of telephoned bomb threats are made by malicious pranksters to cause disruption. The making of such calls is a crime and details should always be reported to the police.

If a bomb threat is received at the school, the person taking the call will:

- ◆ Endeavour to keep calm;
- ◆ Endeavour to obtain as much information as possible;
- ◆ Dial 1471 to determine the callers number;
- ◆ Report it to the head teacher and police immediately.

If there is the slightest doubt about the nature of the call, the head teacher will evacuate the premises, assembling at The Village Hall.

Searching the Premises.

Prior to any staff searching the premises, guidance will be sought from the police and local authority security personnel. No search will be carried out if there is reason to believe there is a real and immediate threat to safety.

PERSONAL SAFETY

Primary responsibility for security and personal safety rests with the schools. However, we will involve the police in any matter that is perceived as a risk. The Head teacher will contact the Schools' Liaison Officer. The Governing Body has a key role in monitoring overall security policies. Our school has procedures in place for responding to a range of security incidents. These procedures are to follow. In any emergency 999 will be dialled. All incidents will be recorded with the Head teacher in the Incident Book, even minor ones. These will be reported to the Governing Body.

Assault

Assault is an intentional or reckless act that causes someone to fear or expect immediate unlawful force or personal violence. Battery is the intentional or reckless infliction of unlawful force or personal violence. The two offences may often be committed together. Assault on its own does not necessarily involve physical injury or contact: the apprehension or fear and expectation of such violence is often sufficient. Assault is an offence that carries penalties of fines and/or imprisonment. There is no power of arrest for common assault. This does not mean that reasonable force cannot be used to restrain an assailant in the prevention of further assault. However, a police officer has a common-law power to take whatever action to prevent a breach of the peace. Depending on the circumstances, the police may decide not to take action, caution a person who admits the offence or press charges. If the police decide not to take action it is open to any other person, including the victim, the Head teacher, LEA, Governing Body or trade union to start a private prosecution.

An assault occasioning actual bodily harm is a more serious offence. The essential additional element is that of significant injury. This could include cuts, bruises, psychiatric harm or minor emotional upset. The police have the power to arrest an assailant.

In all but minor cases, the school will report any assaults to the police and to the HSO at the LEA. In certain circumstances, such as fights between pupils, we will treat the matter as a disciplinary matter rather than involve the police. In these cases, we shall follow our Disciplinary Policy.

Trespass

Schools are private places and any person who enters without permission is a trespasser who may be asked to leave. We will take the following steps to reduce trespass:

- Making it clear that nobody has unrestricted right of access to the school premises – not even governors, parents, pupils or teachers
- Notices will be posted at the school gate making it clear that trespassers will comply with appropriate school arrangements
- Visitors will present themselves to the School Office, sign in and wait to be taken wherever they need to go.

Those who have a broad permission to enter – pupils, staff, contractors, out of hours users – will be informed, preferably in writing, of their limitations on their permission to enter the premises. Trespass is not a criminal offence, but a matter that can be pursued in the civil courts. However, should a trespasser refuse to leave our school premises, or enters after being required to leave, their behaviour becomes an offence (Education Act 1996 section 547) of causing or permitting a nuisance or disturbance on the school premises. The head teacher will be informed immediately of any such occurrence and the police called. All pupils will be taken to the hall and supervised by all available members of staff.

Offensive weapons

It is a criminal offence to carry a weapon or knife on to school premises, including playing fields. An offensive weapon is “any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or another person.”

In any such circumstances the Head teacher will be informed and the police called. In exceptional circumstances staff may need to take action before the police arrive. Teachers will not confront a pupil or person suspected of possessing a weapon in the presence of other pupils if this can be avoided. Two or more members of staff will divert the person to a place where no other pupil is present. They will try to contain the person until the police arrive.

Violence at work

The LEA has issued advice on dealing with violence at work. At all times we aim to minimise the occurrence of violence. All staff will be made aware of procedures and guidance in the Violence at Work Act.

Using force to restrain pupils

Our policy outlines the acceptable level of force that can be used with pupils in the school environment. Occasions when it might be necessary to use force include:

- Self defence or prevention of injury
- Risk of injury to pupil or damage to property
- When a pupil is behaving badly in a way that is compromising good order and discipline
- A pupil attacks a member of staff
- Pupils are fighting
- Deliberate vandalism or damage to property
- A pupil is risking causing injury or damage by throwing objects, rough play or misuse of materials
- A pupil persistently refuses to obey an order to leave the room/playground
- Serious disruption of a lesson

When force has been used the adult using force must complete a report of the incident. This will be filed with the head teacher and reported to the Governing Body.

The Deputy Head teacher and two other Senior members of staff have been trained in Restraining and may use this training where pupils are a danger to themselves or other pupils and adults. The adults involved in restraining will complete a report to be filed with the Head teacher.

BEREAVEMENT

Pupils will be told as soon as possible of a death, preferably by a Senior member of staff, as a whole school. This will prevent pupils learning about it from an inappropriate source. Where possible, the information will be shared through an act of worship. It is important that the truth is told.

Children may not take on board the information immediately. They will want to talk and ask questions. The incumbent will be available, with the Head teacher, to talk to pupils and answer questions. A quiet room will be made available for reflection and prayer. All staff will:

- Try to maintain feelings of security, of being cared and loved
- Maintain the necessary level of care
- Be honest at the child's understanding
- Talk and communicate
- Do not pretend to believe what you don't believe
- Understand the pupils' feelings and reassure where possible
- Don't be afraid to say, 'I don't know'
- Don't be afraid to share your own feelings – that may include shedding a tear
- Remember there are others who can help
- Admit to colleagues when you can't cope.

MISSING PERSONS AND RUNAWAYS

It is possible that a pupil might go missing in suspicious or worrying circumstances, with a significant risk of them coming to harm. For some it may be a one-off, for others it becomes a pattern of behaviour. Abduction by a stranger, or non family member, is the most feared, but least likely reason for a young person to disappear. If a pupil went missing staff and friends may be traumatised and counselling may be needed. The school will be involved at some point and there may be a need to respond to media attention. The following strategies will be applied in all such instances.

Strategies

The Deputy Head teacher has responsibility for Child Protection issues and she will be the designated person to deal with each aspect of a missing person scenario. The Deputy Head teacher will attend regular Child Protection training and will become familiar with the signs for recognising a potential runaway. All staff will follow the instructions set out by the Head teacher and this strategy.

- Senior staff will be alerted immediately of any runaway or missing pupil
- No member of staff will chase a runaway outside school
- A member of staff with no class responsibility will look for the child, but not approach him or her, if found
- The parents of the child will be informed
- The police will be called and notified of whereabouts, if spotted
- The Head teacher will request that the parents take the pupil home for the remainder of the day

The SLT will draw up strategies for the prevention of the potential for a pupil to go missing. All staff will be made aware of incidents and requests for estranged parents not to contact a child and of non contact orders. The CPD manager will ensure that staff receive up to date training on managing missing pupils or runaways. The Head teacher will be responsible for swift action when a pupil goes missing in suspicious circumstances. The Chair of Governors will be informed and

his/her attendance at school requested. The Governor with responsibility for media relations will deal with any such requests. The Head teacher and incumbent will deal with the concerns of pupils in school. The class teacher will make arrangements for talking to the missing pupil's best friends, giving them the option to suggest where they might be. The School Administration Officer will inform parents and deal with their distress. Proper planning will ensure that the school can act swiftly when a pupil goes missing and will minimise the negative impact that the disappearance has on other pupils. The priority will be to provide the necessary help for the pupil in question.

Identifying potential runaways

Sometimes a pupil who is considering running away will regard his teacher as his only trusted adult, so it is important that teachers recognise the signs for potential pupils at risk. The following is by no means exhaustive, but features strongly in a child desperate for attention:

- Variations in mood e.g. extreme highs or outbursts of anger
- Appetite change, accelerated weight gain or loss
- Depression, lack of motivation, detachment
- Lack of concentration, extreme tiredness
- Self-neglect
- Social changes, disassociation from friends
- Absenteeism

Other factors which can help to assess risk include:

- Previous history
- Stress related symptoms
- Family breakdown
- Other significant life changes.

Teachers' instinct will not be dismissed.

Potential runaways feel isolated and if identified in school, we will:

- Take time to talk and listen
- Not probe or be judgemental
- Help the pupil get the right help
- Teach the whole class life skills through PSE
- Plan a Circle Time to discuss the issue of running away
- Work with external agencies and consult with Child Protection Officer

The Governor responsible for Child Protection will agree these strategies and liaise with the LEA and diocese. When appropriate, Social Services, Welfare Officers, Pupil Support and the police will be involved. Teachers will be made aware of these strategies and procedures and the plan will be regularly reviewed. The review will include keeping up to date contact numbers for school staff, social services, S Wales' Police Schools' Officer, EWO, Child Protection Officer. The school will draw up a letter that can be sent to parents in sensitive situations. This will allow us to take swift, planned and appropriate action should a pupil go missing.

Hostage or abductions

Any circumstances of a missing or abducted child/staff member will be reported immediately to the police and next of kin. An incident report must immediately be completed by any witnesses to ensure as much information as possible can be passed onto the authorities.

Security on the school site should be maintained at all times. A member of staff is always on gate duty when children arrive and leave. All visitors at any other time should be admitted via the intercom system and only after staff have ascertained proof of identity and valid reason for visit.

Children will only be released to adults whom parents/carers have given permission to collect their child and the fencing makes any other child abduction highly unlikely.

In a hostage situation staff should not put themselves or children in any danger, but attempt to remain calm and respond to demands. Staff away from the perpetrators and not in any danger may try to evacuate children from the school and inform the police.

EDUCATIONAL VISITS

When organising an educational visit health and safety requirements will be a priority. A risk assessment will be carried out before the visit and procedures for dealing with emergencies will be followed, should they arise.

Planning

- A risk assessment undertaken
- School administrator to check insurance cover
- Approved transport provider booked
- Register of pupils left in school office, with pupil names and emergency contact numbers (if more than one coach used, this will be identified)
- Medical details provided with permission to administer in an emergency
- Correct teacher/pupil ratio
- Consent forms returned
- Named leader to give office mobile phone number
- Register of adults accompanying on visit
- LEA H & S forms completed and returned to Head teacher

Communication

There are a number of situations that could arise on a staff off-site visit – late arrival of pupils on return, breakdown of transport, accident, missing pupil. The procedures included in this document apply in these situations as well as other specific arrangements, if there is going to be a change of details.

The School Administrator will notify parents by telephone of any change to the arrangements of a return to school. The telephone numbers given must be up to date in order for this to be effective. It is also essential to ensure that parents can contact school should there be an emergency at home and that they have a number to ring in the event of an incident on a visit.

The School Administrator will have all contact details to hand, as well as up to date information on the incident. The Senior staff will make themselves available to assist in contacting parents and

dealing with incoming calls. Parents will be informed of emergency procedures during a visit, as well as the itinerary and destination details.

There will be a named leader for each visit, nominated by the Head teacher. This teacher will be responsible for keeping the school informed on a regular basis of events. He/she will take charge in an emergency, but those involved in the visit will have a crucial role to play in keeping pupils calm. A second named person will take over if the leader is unable to take charge. Parent helpers will be informed of emergency procedures at the start of the visit. The Chair of Governors will be informed of any accident.

CALLING EMERGENCY SERVICES

Dial 999.

On dialling you will be asked which service you require and be put through to an appropriate officer.

You will need the following information:

- Your telephone number
- The exact location of the incident, including directions
- Type and seriousness of the incident
- Details of any hazards e.g. gas leak/fire

Who to ask for

Police

- Fatality
- Assault
- Siege, hostage or firearms incident
- Disappearance or removal of pupil
- Telephone or bomb threat
- Collapse of building
- Motor collision or impact on school building
- Natural hazards

Ambulance

- Serious injury
- Serious fit or illness
- Unconsciousness
- Suspected heart attack

Fire Brigade

- Fire
- Flood
- Motor vehicle accident with fuel leak

HANDLING THE MEDIA

The Governing Body will select a Governor to be the key person to deal with the media. The person will be given access training in Media Handling.

Depending on the nature of an incident, the task of coping with media pressure may fall with the police. However the police press officer will need to liaise closely with school staff to ensure briefing is accurate and arrange interviews when appropriate.

In the event of a major incident the police will take some actions immediately:

- Control access to the site to allow rescue workers to carry out their work unhindered
- Establish a media liaison point – this will be a designated point at the disaster scene for reception of media personnel
- Dispatch a media liaison officer

The school will contact the LEA and Diocesan Director of Education to gain access to their personnel who are trained in dealing with the media in an emergency.

Press interviews

The media, particularly local radio, will be the best way of getting information or advice to members of the local community. A brief interview with someone authoritative at the scene of an incident is a powerful way of defusing rumour and panic which may otherwise spread quickly. Staff, pupils and parents will be instructed not to speak to the media, but to refer them to the appointed person or Head teacher. They must never say “no comment” as this will imply they are hiding something.

Before any media interview we will agree an interview format:

- Establish what the interviewer wants to ask. Have another person present to monitor the interview.
- Talk through the main points with a colleague.
- Get statements checked by governors and legal advisers.
- Do not say anything that has not been agreed – journalists will quote anything
- Never be afraid of saying “I don’t know”
- Stick to the facts – don’t speculate
- Do express sympathies, but do not get angry, especially if on television
- Refuse requests for photographs of pupils or staff, or even examples of school work
- Do not allow journalists to walk around the school unescorted

COMMUNICATING WITH PARENTS

When something happens it is important that there is good communication with parents. As mentioned previously, parent contact details will be accessible in case they are needed.

Emergency contact numbers will be updated at least annually.

Parents will be contacted by telephone in the case of an emergency and if unavailable, the emergency contact person will be called. Different levels of urgency and sensitivity will arise depending on the nature of the incident. A parents’ information leaflet will be distributed informing parents of what arrangements are in place and that they will be contacted in the event of an emergency. This will hopefully encourage them to give up to date information regarding their child.

Giving parents such confidence will discourage them from inundating the school with panic calls if they hear something on the radio. Children will be given as much information as they can cope with and this will be given accurately and simply so that they don't communicate false messages home. Staff will be given clear guidelines on how to communicate with parents at such a time. If children have to be evacuated from the school site, parents will be informed of any arrangements for alternative accommodation that will be made available in an emergency.

Informing parents following an incident

Wherever possible, parents of all pupils will be informed if the school has been involved in an emergency situation or incident.

We will ensure that the following points are in place:

- Select several staff members who will be good at coping with a difficult and possible emotional task
- Get the calls done quickly
- The Head teacher will brief those making calls and possibly prepare a script
- The Head teacher and Administration Officer will start with a clear list of who needs to be contacted and a record kept of those contacted successfully.
- Give parents clear information about what they should do – follow normal routine / collect child immediately / school may be closed
- Warn parents that there may be a lot of media interest and advise them to refer any interest to the school
- Offer help with transport if necessary
- Check that parents and pupils are not left alone and distressed
- Offer useful numbers for support or more information – emergency helpline or hospital.

Counselling

There may be need for immediate social or psychological support for some people affected by an incident. Emotional impact is not always immediately obvious to parents or teachers. At times children find it difficult to admit their distress to adults often because they know it will upset them. In some cases children's stress can last for months and may affect academic work. We will support all pupils and be specifically aware of those showing prolonged signs of distress. We will contact support agencies if the need arises and with the support of parents.

Key issues to be considered are:

- The relaying of accurate information to pupils is vital
- Families caught up in an emergency will need full and accurate information as quickly as possible
- Formal debriefing meetings for pupils and teacher will be held
- Support networks / agencies will be contacted should a need arise.

KEY PERSONNEL – CONTACT DETAILS

CONTACT	NAME	PHONE NUMBER
Ambulance Headquarters and Emergency	Caerleon House	999
Chair of Governors	Penny Snowden	01446 775402
Electricity		0800 052 0400
Emergency Planning Officer (Principle)	Debbie Spargo	02920 673044 07738 312553
Emergency Planning Officer (Senior)	Dominic Mellon	02920673 043 07738 312550
Emergency Planning Officers	Gavin Macho /John Howcroft	02920 596611 02920 673043 07738 312557
Emergency Planning Unit	ALPS	02920 596611
Fire Headquarters and Emergency	Lanley House	999 01443 232270
Health and Safety (Education)	Dave Porter	01446 700111 01446 709528
Hospital Emergency Dept.		
Police – Community Safety Sergeant and Emergency		999 01446 749970
Public Relations Officer	Ralph Philips or Darren English	01446 709454
School Improvement Service	Lynette Jones	01446 709734
Special Projects Co-ordinator		01446 709112
Vale Security	Dave Thomas	02920 73211 0798944726
<i>This list was updated on 09/2011</i>		

Operational manager

Mrs C Hoffrock, Head teacher
Work tel: 01656 656447
Home contact:
01633 889413/07786998498

School Emergency Team

Mrs. Karen Anthony (D. H/T)
Work tel: 01656 656447
Home contact:
01656 750998

Mrs. Catherine Davies (S.M.T.)

Work tel: 01656 656447
Home contact:
01443 225695

Other school contacts

Robert Thomas (Caretaker) tel: 01656 654759 or 07759323358

Lucy Higgins (School Admin. Officer) tel: 01446 773870

Chris Tredrea

Support contacts**LEA**

(PA) tel: 01446 709517

Ian Teagle (School Support) tel: 01446 709118
e-mail: ITEagle@valeofglamorgan.gov.uk

Dave Porter tel: 01446 709725
e-mail: PJonesEduc@valeofglamorgan.gov.uk
Health and Safety Officer

Strategic Planning

Mike Matthews, Principle Officer
Tel: 01446 709727
e-mail: MMatthews@valeofglamorgan.gov.uk

Transport

Rhiannon Wood tel: 01446 704772

Emma Harvey – mobile : 07976112367
e-mail: ELharvey@valeofglamorgan.gov.uk

Ceri Edwards – mobile: 07976112361

Diocese

Rev. Edwin Counsell
Tel: 01446 760195
e-mail: education@llandaff.org.uk

Governor appointed media officer

Penny Snowden
Tel: 01446 775402

BBC Wales services (TV, radio online in English and Welsh)

School password: GWYN

e-mail: newsqathering.wales@bbc.co.uk

Tel: 02920 322787

RESPONDING TO AN EMERGENCY

EMERGENCY RESPONSE FLOWCHART.

TASK	PERSONNEL	TIME SCALE
<p>Obtain the facts of the incident as accurately as possible:</p> <p><i>What...When...Where...Who....</i></p> <p><i>.....numbers "injured".....</i></p> <p><i>..contact details of adult at scene</i></p> <p><i>.....ongoing action..... urgent issues to address.....</i></p> <p><i>information/evidence/investigation</i></p>	<p>Most senior member of staff first notified of incident.</p>	<p>WITHIN HOURS</p>
<p>Senior management to meet with support personnel.</p>	<p>Where appropriate any outside officers who may be able to help with planning as well as senior management team.</p>	<p>WITHIN HOURS</p>
<p>Assign roles.</p>	<p>See 10 point plan</p>	<p>WITHIN HOURS</p>
<p>Contact families</p>	<p>Head Teacher</p>	<p>WITHIN HOURS AND CONTINUE UNTIL COMPLETED</p>
<p>Call a staff meeting to give information</p>	<p>Head Teacher / Senior Teacher</p>	<p>SAME DAY IF PRACTICABLE</p>
<p>Give relevant information to pupils in small group</p>	<p>Head Teacher</p>	<p>SAME DAY IF PRACTICABLE</p>
<p>Arrange a debriefing for staff involved in crisis</p>	<p>Head Teacher</p>	<p>SAME DAY IF PRACTICABLE</p>
<p>Identify high risk pupils and staff</p>	<p>Head Teacher</p>	<p>NEXT FEW DAYS</p>
<p>Promote controlled discussion in classes</p>	<p>All Staff</p>	<p>NEXT FEW DAYS & WEEKS</p>
<p>Organise special staff meetings to discuss issues e.g. special assemblies, attending funerals</p>	<p>Head Teacher</p>	<p>AS SOON AS NECESSARY</p>
<p>Identify the need for group or individual treatment</p>	<p>Head Teacher / Teacher</p>	<p>INCREMENTALLY OVER DAYS AND WEEKS AFTER CRISIS</p>
<p>Organise treatment etc.</p>	<p>Head Teacher</p>	<p>AS REQUIRED</p>

DETAILED ROLES AND RESPONSIBILITIES.

10 POINT PLAN	RESPONSIBILITIES	NAMES
1. Ensure accurate contact lists of persons, (staff & pupils) site plans & keys is readily available (both for staff and emergency contact points)	Administration/Clerical Officer (if school clerk unobtainable) Head Teacher	Lucy Higgins Ceri Hoffrock
2. Contact emergency services	Staff member with school phone	
3. Immediate action to safeguard students and staff – evacuation and roll call in accordance with fire/bomb threat procedures.	Staff Members as fire procedures	
4. Staffing telephone	Administration / Clerical Officer /Teacher	
5. Opening of appropriate parts of the school.	Caretaker / Teacher	R Thomas C Hoffrock
6. Ensure premises secure	Caretaker	R Thomas
7. Informing Chair of Governors and Education Department / Directorate of Educational Services	Head Teacher	C Hoffrock P Leonard Lynette Jones
8. Contacting Parents / Carers / relatives.	Head Teacher/ Admin staff	C Hoffrock L Higgins /S Bowler
9. Liaison with media	Head Teacher	C Hoffrock
10. Check communications – alternative telephones (mobile)	Administration / Clerical Officer	L Higgins/S Bowler