

# **SANCTON WOOD SCHOOL**

## **CRISIS MANAGEMENT PLAN**

### **Statement**

In the event of an emergency at Sancton Wood School, the safety of everyone in the school community and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation and follow-up procedures. As part of the regular review of safety and risk assessment this emergency policy will be kept under continual review by the head and other members.

### **The Aims of the Plan**

The aims of this plan are to:

- identify those members of staff with specific responsibilities before, during and after an emergency –

### **Key Roles**

- provide guidance on school routines aimed at reducing the risk of fire and other emergencies
- provide details of emergency evacuation procedures
- provide details of how all parents are to be contacted promptly in the event of an emergency or school closure
- provide guidelines for dealing with unwelcome intruders
- confirm security procedures when school buildings are not in use
- confirm arrangements for dealing with the media after an incident

### **Key Duties**

Lead Person: Headteacher (Richard Settle);

Deputy Lead Persons: Julia Cottam (Prep), Nicola Henson (Pre-Prep), Debra King (Upper)

- To oversee the management of all incidents
- To communicate with Emergency Services
- To keep a copy of all parent details at home
- To respond to media

School Office (Salome Mapp (Pre-Prep), Louise Nicklin (Prep), Gina Philips (Upper)

- To communicate with parents and keep them informed at all times
- To keep a copy of all parent details at home

Minerva Business Services Manager Ms Lisa Maynard

- Responsible for health and safety
- Copy of CPM group offices

Director of Minerva Education Mr Aatif Hassan

- Overall responsibility for Health and Safety but not on site (To be informed of any incidents)

**Fire Drill: See separate policy**

**Other Types of Emergency whilst in school**

- Terrorist attack or threat
- Intruders
- Suspect package
- Fatality or major accident within the building
- Workplace violence
- Flooding or other natural disaster
- Pandemic
- Abduction of child from school
- On site/utility problems

**Preventative Measures**

- Termly 'lock down drill' for staying in the building. Teachers to explain procedures to pupils on a termly basis. Annual 'intruder alarm' demonstration in assembly.
- Thorough Risk Assessments to be carried out and updated when appropriate
- CCTV is fitted on the ground floor in the Prep and Pre-Prep. This is maintained by external contractors (Spy Alarms)
- All visitors are entered in the visitors' book, wear a visitor's badge and are accompanied around the school with a member of staff where appropriate.
- External lighting, burglar alarms and window locks are fitted and maintained in good order
- The cleaning company is responsible for ensuring the building is secured before leaving each evening
- Entry to basement at the Prep and Pre-Prep: this has been checked to ensure forced entry is impossible

- All staff are responsible for ensuring that external doors are kept closed at all times during the school day
- Missing Child Policy
- Building is maintained in good order
- Constant vigilance is required by all staff and parents
- Buildings are cleaned thoroughly on a daily basis.
- The school is fully insured for all buildings and public liability

**Types of Emergency whilst outside school (in addition to those listed above for in school emergencies)**

- Minor injury whilst on trip
- Fatality or major accident whilst on school trip
- Missing/abducted child

Trips and Outings If a member of staff wishes to plan a trip then they will:

- When possible, staff visit the site before the trip
- check websites for the latest advice
- allow extra time for getting into venues where enhanced security checks might cause delays
- check with transport operators to see if more time needs to be given for security procedures
- check the possibilities for postponing trips if necessary
- keep an eye on the news and re-evaluate if necessary
- be especially vigilant when on trips in the City

**Preventative measures**

- Rigorous Risk Assessments that are read by all staff involved in the trip
- Risk Assessments updated on a regular basis
- Observing adult: child ratios as laid down by national standards
- Responding to advice given by police or local authorities as it arises
- Constant vigilance by all staff

**Other Emergencies**

In the event of any other form of emergency in a classroom or some other area in the school staff will inform the Headteacher or next most senior member of staff immediately so that appropriate action can be taken.

In the event of an incident occurring outside the building but which affects the school community or premises:

- The most senior person will call the police or
- The school will be called by the police

Once we are in contact with the police, we will follow police instructions.

We will prepare to evacuate the building in case this is necessary.

We will also prepare to remain in the school, if necessary with all external doors secured until we are informed by police that the emergency is over. If the pupils need to stay in their classrooms and not evacuate the building the fire alarm will not sound.

Instead an air horn will be sounded at the front office and this will trigger further air horns in other parts of the building.

### **Contacting Parents in an Emergency**

The Front Office will contact the relevant parents using Primary Contact where possible.

### **Unwelcome Intruders**

All visitors to the school will be required to wear an identification badge. Any non-member of staff found in school without a badge will be challenged and accompanied to reception.

If an intruder refuses to co-operate, staff will inform the most senior member of staff immediately. The police will be called as a matter of routine if an intruder refuses to co-operate with school staff.

In the event of a hostage-type situation the members of staff involved will try to remain calm, avoid confrontation and concentrate on the welfare of pupils until the police or other emergency services can be summoned.

On no account will any member of staff attempt to use force to attack or evict an unwelcome intruder.

### **Building Security**

During holiday periods and at weekends all security doors will be locked for the welfare of staff and security of the buildings.

It is the responsibility of all members of staff who enter the school when it is secured to familiarise themselves with available emergency exits and to ensure that they do not compromise the security of buildings.

### **Dealing with the Media**

It is probable that some media interest will follow an emergency incident. Any media requests for information will be directed to the most senior member of staff in school.

No members of staff, or pupils, will give interviews or express an opinion or comment on any written or printed material without the express permission of the most senior member of staff in school.

After immediate danger has passed

1. Formal debriefing meetings for all staff, pupils, parents and anyone else affected
2. Key staff to provide written report of incident
3. Arrange counselling as appropriate for affected parties
4. Repairs to school building will be made as quickly as possible

Staff will be shown the Crisis Management Policy as part of their induction.

Staff training

- Bereavement counselling would be arranged at short notice when needed
- Staff will be instructed not to talk to the media

Review of Emergency Policy

As part of the regular review of safety and risk assessment this emergency policy will be reviewed annually by the headteacher and other members of the senior management team.

## **Appendix I**

### **Emergency Contact Numbers**

Police 999 Fire Brigade 999 Ambulance 999

Sancton Wood School 01223 471703

Head mobile 07878093507

Deputy Head mobile (Hannah Settle) 07792262079

Finance Manager (Catherine Robertson) 07435752412

Business Services Manager (Lisa Maynard) 07423 431 588

Updated 18.09.2017