

SCHOOL POLICY

**Turton
School**

Emergency Plan

Reviewed by:	Resources Committee.
Signed (Governing Body):	<i>O G Hughes.</i>
Date:	October 2024 <i>24th</i>
Next Review due:	October 2025

Produced by Turton School

Contents:

Statement of Intent

1. Key contacts
2. Roles and responsibilities
3. National Emergency Alerts system
4. Types of emergencies
5. Policies, procedures and risk assessments
6. Training
7. Immediate actions in a 'level 1' emergency
8. Immediate actions in a 'level 2' emergency
9. Next steps in an emergency
10. School closure
11. Continuity of education
12. Safeguarding and pupil wellbeing
13. SEND support
14. Workforce
15. Exams and assessments
16. Communication
17. Media management
18. Insurance
19. Monitoring and review

Statement of intent

Turton School 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.

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	Turton School
School address	Bromley Cross Road, Bolton BL7 9LT
School office contact number	01204 333233
School office email address	info@turton.uk.com
Name of Head Teacher	Sam Gorse
Head Teacher contact number	01204 333233
Head Teacher email address	gorses@turton.uk.com
Name of Chair of Governors	Owen Hughes
Chair of Governors email address	hugheso@turton.uk.com
Emergency services information	
Name of LA	Bolton Council
LA contact number	Tbc
Name of nearest hospital	Royal Bolton Hospital
Contact number of hospital	01204 390390
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"> • Fatality • Assault or sexual assault • Siege, hostage situation or firearms incident • Disappearance of pupil • Bomb threat • Damage to building or equipment • Motor vehicle collision or impact in school building • Impact by equipment, machinery or aircraft • Natural hazards
Ambulance	<ul style="list-style-type: none"> • Serious injury • Serious illness • Mass casualty (alongside police dependent on nature of cause)
Fire	<ul style="list-style-type: none"> • Fire on school property • Flood on school property

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 Head Teacher where their contact details have changed as soon as possible. All staff members will be expected to ensure the following contact details, as well as the contact details for the Head Teacher, are saved into their mobile phones in case an emergency occurs.

Role	Name	Email address	Contact number
Lead first aider	Gail Curnock	curnockg@turton.uk.com	01204 333233
Health and safety officers	Cathy Bach/Leonie Hathaway	bachc@turton.uk.com / hathawayl@turton.uk.com	
Facilities Manager	Andy Morris	morrisa@turton.uk.com	
DSL	Nat Parry	parryn@turton.uk.com	
Deputy DSL	Cathy Bach	bachc@turton.uk.com	
SENCO	Jason Bach	bachj@turton.uk.com	
Designated teacher for LAC	Nat Parry	parryn@turton.uk.com	

2. ROLES AND RESPONSIBILITIES

The governing board will:

- Oversee the health, safety and welfare of staff, pupils and visitors in the school.
- Support the Head Teacher to review and update this plan in response to any changes to the circumstances or environment of the school, and at least annually.
- 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.
- 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 Head Teacher will:

- Lead the school in following identified emergency procedures in the event of 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.
- Secure training for all staff on emergency responses and procedures, including more in-depth and extensive training for the Head Teacher and members of the senior incident response team.

The Senior Incident Response team will:

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

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 Head Teacher 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 will:

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

The Facilities 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 Head Teacher in the event of an emergency

3. NATIONAL EMERGENCY ALERTS 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:

- Sam Gorse, Head Teacher
- Cathy Bach, Deputy Head Teacher
- Carole Baily, Deputy Head Teacher
- Jeanette Edge, Assistant Head Teacher
- Nat Parry, Assistant Head Teacher
- Alice Lane, Assistant Head Teacher
- Liam Oxley, Assistant Head Teacher

If an alert via the national Emergency Alerts system is received, a member of the SLT team will be alerted as soon as possible – this person will then alert the Head Teacher. The Head Teacher and at least one member of the SLT will check the current alerts online at www.gov.uk/alerts/current-alerts 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.

4. TYPES OF EMERGENCIES

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.

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. These emergencies will be handled in line with the *Immediate actions in a ‘level 1’ emergency* section of this plan.
- **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. These emergencies will be handled in line with the *Immediate actions in a ‘level 2’ emergency* section of this plan.

5. 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 outlining the specific procedures to follow in the event that particular emergency incidents do occur.

The relevant policies and procedures are as follows:

- Lockdown and Evacuation Policy
- Partial Lockdown procedure
- Full Lockdown procedure
- Fire Safety and Evacuation policy and procedures
- Health and Safety policy & handbook
- Severe Weather Policy
- Asbestos policy
- Infection Control Policy

All of the above policies will be provided to relevant staff as part of their induction, and are available to view on the School's N Drive under the Staff Information Directory.

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

6. 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:

- Bi-annual whole school evacuation drills, e.g., fire alarm
- Annual whole school partial lockdown drill
- Annual whole school full lockdown drill

Feedback will be provided to staff members by the Head Teacher 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 an annual basis to ensure they can assist the Head Teacher in leading emergency responses.

7. 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 Head Teacher, the staff member will alert the Head Teacher immediately via telephone. Where the Head Teacher is absent, the Deputy Head Teacher will be contacted.
- Upon notification of the emergency, the Head Teacher will notify all staff of the emergency via email or computer screens and will begin leading the school in the correct emergency procedure where this has not already commenced, e.g., evacuation or lockdown.
- The Head Teacher 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 Head Teacher in this under the Head Teacher'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 Head Teacher will liaise with the police about informing next of kin.
- The Head Teacher, supported by the senior incident response team, will give regular briefings to staff, and will update pupils where necessary.
- The Head Teacher 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 Head Teacher will ensure that there is an appropriately qualified and trained member of the senior incident response team or SLT on the premises or in phone contact during all out-of-hours events, including:

- 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 team will be aware of their responsibility to take the lead in the event that an emergency occurs during the event.

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 Head Teacher is not the designated senior staff member and is not on site at the time of the emergency, a member of the senior incident response team or SLT will undertake the Head Teacher's assigned actions in their absence.

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:

- Security & Response or the Facilities 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 Security & Response or the Facilities Manager will call the emergency services.
- The Facilities Manager will provide a basic overview of the incident, including the nature of the incident and the extent of any property damage, and will contact the Head Teacher and the senior incident response team, where appropriate, to inform them of the nature of the emergency.
- The Facilities Manager and Head Teacher will liaise with the emergency services, and will support them in their efforts to manage the emergency response.

8. 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 LA
- 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, the Head Teacher will lead the school in doing so, supported by the senior incident response team.

The Head Teacher 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.

9. NEXT STEPS IN AN EMERGENCY

The Head Teacher and the 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 Head Teacher will allocate tasks amongst the senior incident response team as the need arises.

The senior incident response team will update the Head Teacher 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 Head Teacher will consider whether it is appropriate to rotate staff members' duties to ensure they can work effectively and maintain alertness.

The Head Teacher 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 Head Teacher will notify the chair of governors. The Head Teacher will work with 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 Facilities Manager will ensure that emergency services are permitted full access to any areas of the school site they need. The Head Teacher 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.

10. 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 by the Head Teacher. 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.

The Head Teacher 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 Head Teacher will ensure the school has contacted the school's transport provider to ensure that transport is arranged for pupils who travel to school on dedicated school transport.
- At least three members of the SLT team, 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 have commenced, the following procedure will be followed:

- The Head Teacher will ensure a responsible member of staff 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 Head Teacher will arrange contact with their parents via telephone or email to inform them of the decision to close the school and will ensure a responsible member of staff 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher 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 Head Teacher will consider school closure.

11. 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.

When considering school closure, the Head Teacher 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.

12. 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 Head Teacher 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 led to ensure that they are given appropriate pastoral care and external support where appropriate in line with the Pupil Wellbeing Policy.

13. 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 Head Teacher 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.

14. 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 Head Teacher 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.

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 Head Teacher 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 Head Teacher 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 Head Teacher will work with 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.

15. EXAMS AND ASSESSMENTS

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 local primary schools or local secondary schools as an alternative venue for examinations and assessments.

The Head Teacher 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.

16. COMMUNICATION

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

Where an emergency has occurred during the school day and the school is required to close, the Head Teacher 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 school's 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.

17. MEDIA MANAGEMENT

The Facilities Manager will coordinate the effort to ensure that no media access to the school site is given during an emergency. The Head Teacher 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.

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 Head Teacher has delivered an official statement. Only the Head Teacher and members of the senior incident response team will be permitted to speak to the media about the emergency. The Head Teacher 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 Head Teacher 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 Head Teacher immediately.

18. INSURANCE

The school's insurance details are below:

Insurance information	
Name of insurance provider	Risk Protection Arrangement
Contact number of insurance provider	0117 976 9361
Email address of insurance provider	RPAAdvice@willistowerswatsonsecure.com
Operating hours	9am to 5pm Mon-Fri exc. Bank holidays

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

19. MONITORING AND REVIEW

This emergency plan will be reviewed at least annually by the Head Teacher, 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, stakeholders and the governing board.

