

Emergency Policy

[Next update – September 2018]

Emergency Policy

*This policy is consonant with, and supplement to, the School's **Health and Safety in School Policy**, with particular reference to section 16: **Fire and Safety Emergencies, Emergency Evacuation from Examination Rooms, Child Protection Policy and Missing Pupils Policy.***

*The School complies fully with the requirements of the Education Act 2002 and the Education (Independent Schools) (England) requirements 2010. With due regard to these requirements, this Policy should be taken as consistent with and complementary to the School's **Child Protection and Safeguarding Policy.***

An emergency is defined for this purpose as a situation which could put at risk the occupants or users of the School. This policy's aim is to ensure that every effort is made to save life, prevent injury and minimise loss.

A. Fire

1. If a fire outbreak is detected in a particular area of the School, the teacher in charge at that location should immediately set off the nearest fire alarm and instruct the pupils to evacuate the building by the nearest fire exit and make directly for the fire assembly point, the tarmac area by the open-air stage. Pupils are to be instructed to leave all belongings behind and to move without delay. The teacher should ensure that all pupils have left the classroom. Designated Fire Marshals for Junior School, Senior School, Sixth Form and Cabin School areas will check all rooms and toilets to ensure complete evacuation of all personnel. A roll call should be conducted immediately on assembly of the pupils at the fire assembly point.
2. The front-office receptionist should immediately contact the fire brigade if necessary and also if necessary ambulance and police services by dialling 999.
3. On hearing the alarm elsewhere in the School, teachers in charge shall instruct all pupils to stop immediately and leave their classrooms, row by row, by the nearest exits and assemble immediately on the tarmac area by the open-air stage.
4. Nothing, including personal belongings, is to be removed from classrooms.
5. Office receptionists are to make their way immediately to the fire assembly point, taking with them all pupil registers (to be issued to form tutors), the visitors' book, a list of teaching staff (including part-time staff) who are due to be working at the time, and a list of the day's absentees. Form tutors should immediately carry out a roll call of their pupils, returning their class register to the office receptionists with any absentees noted.
6. Only after the 'all clear' is given by either the authorised emergency personnel if attending, or by the Principal or a delegated authority, will there be a return to classrooms for the resumption of the day's business if this is possible; failing this, arrangements for the closure of the School until further notice will be made.

B. Terrorist Threat

If a terrorist threat (for instance, a bomb threat) is received by telephone, electronic communication, word of mouth or letter / note delivered to the School, the actions as for Section A above (Fire) shall apply, except for paragraph 2, where the police should be immediately called by dialling 999.

C. Intruders into School buildings or grounds

1. All visitors are, on arrival at the School, required to a) sign in the visitors' book at reception, and b) wear an identity tag issued to them at the start of their visit.
2. If an individual's presence at the School raises suspicion in any member of the School through his/her behaviour or appearance, a decision should be made whether to approach them and informally challenging them as to their business. **As far as possible, this decision should be made in conjunction with the Principal or delegated authority, who should be informed immediately if suspicion is raised.** If possible, they should be escorted from the School premises by a member of staff and the Principal, although the safety of all members of the School – pupils and adults – is of paramount importance. If it is felt that discretion needs to be applied, then the Principal or a delegated authority should be notified in order that the situation can be assessed as to its seriousness. If necessary, police should be immediately called via a 999 phone call.
3. In the event that an intruder or intruders are detected within the grounds but have not gained access to any building, every effort should be made to lock all external doors and windows, in particular the conservatory door (which should be in any case locked during the School day), the front entrance, the bell tower door and the rear door leading to the Sixth Form suite.
4. In the event of a hostage or terrorist situation developing within the School, police should be called immediately by dialling 999. If it is impossible for the School's main telephone switchboard to be used (for example, if the reception area is itself under threat), any of the School's mobile telephones should be used. In default of this being possible, any privately-owned mobile phone should be used.
5. No attempt should be made to confront the hostage taker(s); every attempt should be made to remain calm and comply with demands made. Again, it should be stressed that the safety and welfare of the pupils and adults is of paramount importance.
6. Pupils in areas of the School not under immediate threat or entrapment should be evacuated from the premises as quickly and quietly as possible. Teachers in charge of their classes should usher the pupils off the school grounds, along Beatrice Avenue or along Whippingham Road, and wait with them until the situation is dealt with by the police..
7. Other adults (including teaching and non-teaching staff, visitors, contractors etc) should assist in accompanying the pupils away from the School site and in ensuring their own and the pupils' safety.

8. A full report of any of situations A, B or C should be compiled by the Principal, following the gathering of information of those affected, in order to assist where necessary in any criminal investigations.

Authorised by the Principal, Mr E J Matyjaszek

November 2017