



St Mary's C of E (Aided) Primary School, Pulborough



A Christ-centred school with a child-centred curriculum

EMERGENCY RESPONSE POLICY

This policy was adopted in: September 2018

The policy will next be reviewed in: September 2019

If you are dealing with an emergency right now, go straight to:

- **[Section 2](#) (page 6) for ON SITE emergencies; or**
- **[Section 4](#) (page 13) for OFF SITE emergencies on learning activities.**

Plan administration	
Name and address of establishment	St Mary's CE (Aided) Primary School Link Lane, Pulborough, RH 20 2AN
Version number:	v.3.0
Date of issue:	27.09.2018
Date of review:	September 2019 Interim reviews of Appendix 3 (Emergency Contacts List) and Appendix 4 (Communications) will be carried out within the first five working days of each new school term.
Plan approved by:	Tabled at Full Governors meeting 27.09.2017 Reviewed January 2019
Person responsible for review:	Acting Headteacher Mrs S Copus
Copies of this plan are held:	In Headteacher's office, at the Welcome Desk, in the School Office, in the Staff Room, on the Staff Shared Folder on the Server in a folder called 'Emergency Plan', on the GVO, referred to in Staff Handbook, key personnel have hard copies at home.
Copy submitted to Emergency Planning Unit	e-mailed to schools.emergencyplan@westsussex.gov.uk by S Mitchell on 25.9.18

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West Sussex County Council's response

West Sussex County Council aims to provide comprehensive and integrated support to any educational establishment involved in a major emergency either on or off-site. Once activated, there are three key areas of support that may be provided according to the scale of the emergency. These are:

1. Core Support Group

Coordinates the overall response to care for employees, young people, parents and the school community

- Management Group
- County Press Officer
- Deploys Area Support Team and Travelling Team as required
- Coordinates legal, financial, insurance advice as required

2. Area Support Team

Supports the whole school community / youth group as required. In partnership with head of establishment will:

- Identify needs and coordinate support from Core Support Group
- Assist with setting up support centre
- Assist with dealing with media
- Lead arrangements for welfare / counselling
- Interface with external agencies

3. Travelling Team

Supports the needs of the injured / uninjured / relatives at the incident

- Travels to the incident
- Provides support to those in crisis
- Liaises with external agencies
- Updates Core Support Group / establishment

SECTION 1: INTRODUCTION

This plan relates to:

- An event which threatens the safety of children, staff or the educational establishment premises
- An incident which affects the community within which the educational establishment is based
- A crisis which might affect the public reputation of the educational establishment.

This plan provides a generic guide to actions that should be considered by the head of establishment, his / her nominated deputy, and the establishment's Emergency Management Team in case of an emergency in the educational establishment, local community or during an off-site activity.

It also covers procedures for an incident occurring during the working day and out of hours.

Levels of Emergency

Sad Event

An emergency of a minor nature that can happen on a regular basis. Incidents of this type involving people can be classed as a Sad Event and will normally be managed by establishment staff under normal day-to-day arrangements. Minor emergencies affecting premises are also dealt with in this way.

Critical Incident

A Critical Incident is of a more serious nature than a Sad Event. Managing the response will require some assistance from West Sussex County Council or other agencies, but is not so serious as to warrant a full major emergency response.

Major Emergency

A Major Emergency would include incidents at educational establishments (including off-site trips) in which children, residents or staff have suffered a traumatic event, life-threatening injuries or are in danger. These types of incidents will require a full major emergency response, including support from West Sussex County Council and other agencies.

To provide appropriate support to educational establishments, WSCC has defined the term 'major emergency' as...

'An event which seriously threatens the safety of vulnerable adults, children and young people and which requires a coordinated response from the Adults and Children's Directorate.'

SECTION 2: ON-SITE EMERGENCIES – ACTIVATION

Information about an incident may come from a staff member, child, a parent, a member of the public, the emergency services or West Sussex County Council. Whoever receives the alert should ask for, and record, as much information as possible.

If you are dealing with an emergency which has taken place during an off-site visit, please turn to [Section 4](#).

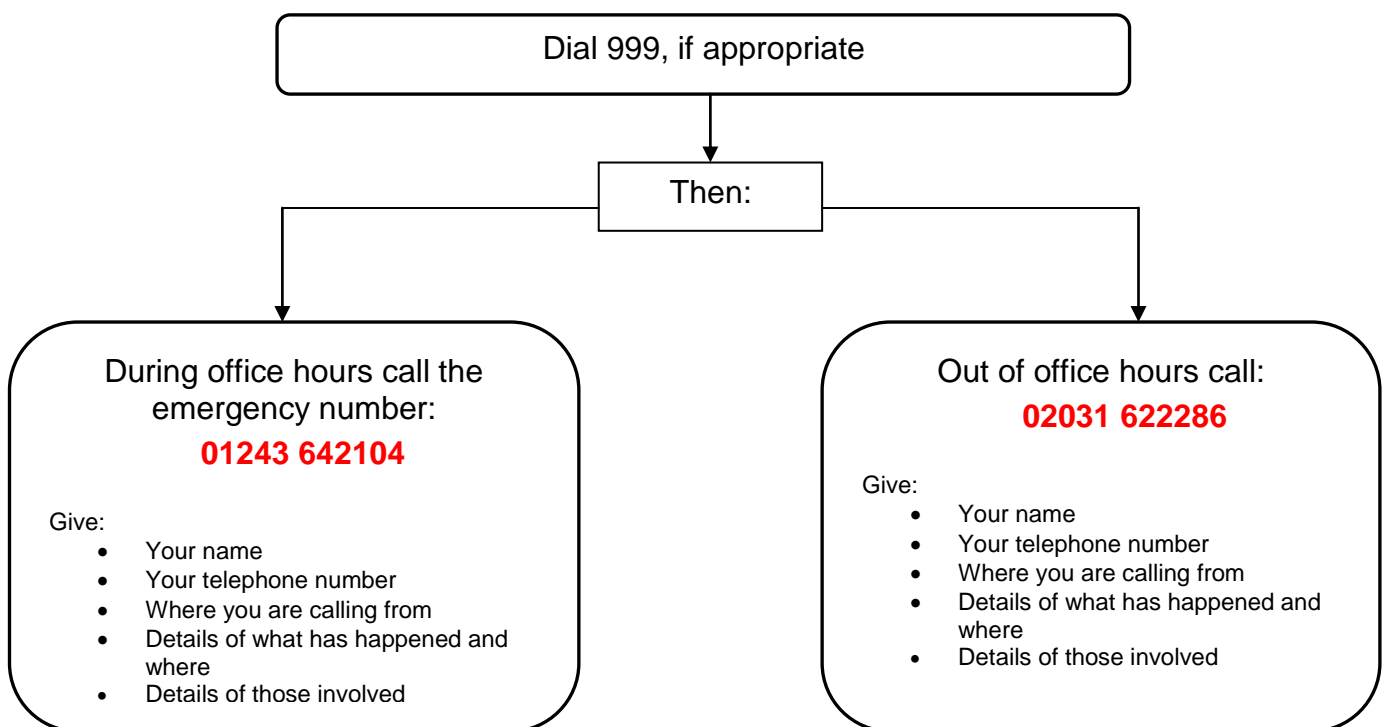
Name and contact details of the caller (Try to authenticate caller)
Details of the incident (Including actual words used by caller)
Who else has been informed?
Exact location of the incident
Casualties
Any action taken so far
Name of contact at the scene
Notes

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform the Headteacher or Deputy Head of St Mary's CE (Aided) Primary School. If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action below.

Checklist of initial action by head of establishment or nominee

1. Assess the situation.
2. Take immediate action to safeguard children and staff where necessary.
3. Determine whether or not to implement the school evacuation procedures where necessary.
4. Call for support:



Note: These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

5. Log all communications and actions.
6. Depending on the scale of the incident, consider assembling an Emergency Management Team from pre-identified staff (see [Appendix 3](#)) to assist with the response and relieve them of their normal duties.
7. Refer to the list of emergency contact numbers in [Appendix 3](#) for additional support, if required.
8. Where possible, avoid closing the educational establishment and try to maintain normal routines.
9. Having activated this emergency plan, go on to [Section 3](#). (p.11)

SECTION 3: ON-SITE EMERGENCIES – ROLES & RESPONSIBILITIES

Stage 1 – establishing the response for the Emergency Management Team

Check list for Lead Coordinator (head of establishment or nominee)	Tick
Ensure you have an overview of the situation and don't become bogged down in responding – try and delegate tasks to appropriate staff	
Act as a central contact point for information both internally and externally, BUT leave most of the communications and disseminating information tasks to the person allocated that role	
Take time out if you need it – this is YOUR emergency and you won't be able to respond effectively if you burn out	
Ensure relevant authorities are informed of the emergency (e.g. Fire, Police and Ambulance).	
Ensure that accurate, factual information is available for those arriving at the scene.	
Have a designated person to meet emergency services to give information - exact location of the emergency, who may need rescuing and their location and any individual hazards (e.g. chemicals) that may be present	
Liaise with the police, fire and ambulance services, West Sussex County Council, and other organisations who may become involved. Act as the main contact to coordinate the response and provide your contact details.	
Allocate tasks amongst the Emergency Management Team as appropriate, immediate focus on safeguarding.	
Inform the chair of governors: Dr John Peat 07540 060944, 01798 872174, e-mail jrp195@btinternet.com	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. In event of a major incident, the police will give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Ensure all staff maintain a log of actions and decisions.	
Arrange administrative / secretarial support for your team, if required. This may require TAs to be released from class.	
Hold regular Emergency Management Team meetings to keep	

everyone up to date with current information.	
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Check list for Welfare Coordinator	Tick
Remain calm, as this will then calm other staff and children.	
Take actions to secure the immediate safety of children and staff – this may include evacuation or keeping children and staff inside the building / classroom (sheltering).	
Establish the whereabouts of all children, staff, and visitors using timetables, registers and the visitor’s book, and make a list of those unaccounted for. Pass this information on to the emergency services.	
Consider any welfare needs for children with special needs and medication.	
Consider any welfare needs and support to staff. If a prolonged response, ensure a rota is established to ensure proper rest.	

Check list for Communications Coordinator	Tick
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception. Use designated emergency centre / room.	
Line to be used for incoming calls only: 01798 872007 (3 lines available).	
Line to be used for outgoing calls only: 01798 872007 (3 lines available). Designated staff may also use mobile phones in an emergency.	
West Sussex County Council’s Communications team may be able to assist dealing with enquiries from the public. During office hours, call them on: 01243 777722 . Outside office hours call: 07767 098415 .	
Inform people quickly, simply and factually to prevent rumours which can cause great distress in a crisis situation.	

Check list for Media Coordinator	Tick
<p>West Sussex County Council can give advice on briefing the press and help with the preparation of statements and press releases.</p> <p>During office hours, call them on: 01243 777722.</p> <p>Outside office hours call: 07767 098415.</p> <p>(See also Appendix 4).</p>	
<p>Ensure that any media access to the site, staff and children is controlled. In a major emergency, the police may deal with the press and prevent intrusion onto the site.</p> <p>Be aware of the potential problems caused by the spread of misinformation through children / staff use of mobile phones.</p> <p>Designated staff only may use mobile phones as directed by the Headteacher.</p>	
<p>If applicable, try to direct media enquiries to WSCC's Communications team.</p>	
<p>It may be appropriate and beneficial for the head of establishment or a nominated representative to make a press statement or be interviewed after liaising with WSCC.</p>	
<p>Do not allow the press onto establishment premises or give them access to children unless there is a specific reason and permission and consents are in place – the police may help with this in a major emergency.</p>	
<p>If there is likely to be a high media presence at the establishment, it may be appropriate to pre-designate an area for media vans and journalists if they arrive at the establishment and from which interviews can be given. This may prevent the media blocking access routes to the establishment or intimidating children and staff.</p>	

Check list for Resources Coordinator	Tick
<p>Activate the designated emergency centre / room.</p>	
<p>Ensure access to the site for emergency services.</p>	
<p>Turn off water, gas and electricity supplies if necessary.</p>	
<p>Open / close parts of the educational establishment as required.</p>	
<p>Ensure the security of the educational establishment premises.</p>	
<p>If there is damage to property or resources then a list will need to be made of what has been damaged or destroyed for insurance purposes.</p>	

It may be necessary to procure resources for use in the emergency – WSCC may be able to help with this.	
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Stage 2 – ongoing response

Check list for Lead Coordinator (head of establishment or nominee)	Tick
Provide regular briefings for staff, and continue to liaise with the emergency services and West Sussex County Council (Core Support Group or Area Team).	
Consider implementing Recovery Team – See Section 7 .	
Try to maintain normal routines as far as possible.	
Tell the staff involved to prepare a written log of their involvement, noting events and times. Inform West Sussex County Council's health and safety staff (01243-752311) who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.	
Allocate tasks amongst the Emergency Management Team as appropriate.	

Check list for Welfare Coordinator	Tick
Establish a staff rota and ensure that staff take regular rest periods.	
Identify children and staff who are badly affected by the incident and may require extra support.	
Make arrangements for reuniting children with their parents.	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including children, to attend. Liaise with the police.	

Check list for Communications Coordinator	Tick
Inform children, in groups as small as practicable, considering the best way to impart tragic news – educational psychology department may be able to assist.	
Inform parents of children not directly involved in the incident, as decided by the head of establishment or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently.	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.	

Check list for Media Coordinator	Tick
Liaise with West Sussex County Council communications staff to prepare a press statement, to be agreed by the head of establishment and Children's Services. Decide an ongoing strategy for dealing with the press.	
Be prepared to be interviewed by the press if necessary.	

Check list for Resources Coordinator	Tick
Establish a safe and secure base for the Emergency Management Team.	
Arrange an appropriate place to receive parents and guardians of children involved.	

SECTION 4: OFF-SITE EMERGENCIES – ACTIVATION

The Group Leader will immediately inform the designated emergency contact person (or head of establishment) of any off-site activity emergency that occurs.

Initial action by the designated emergency contact person (or head of establishment)

1. Maintain a written record of your communications and actions using this pro forma and a logbook.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the site, your establishment and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident? Try to authenticate the caller. (It could be a child, a parent, a member of the public or staff, emergency services or West Sussex County council.)

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now and where are they going?	
Notes:	

4. Record the details of the off-site activity / visit during which the incident occurred:

Details of off-site activity / visit	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of children on the visit:	
Number of other people present:	

5. Record the details of the incident:

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for children not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

6. Discuss with the person in charge of the group what action needs to be taken and by whom. Enter this information into your logbook.

7. Contact West Sussex County council for support

During office hours call the emergency number:

01243 642104

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

Out of office hours call:

02031 622286

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

Note: These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

8. Depending on the scale of the incident, consider assembling an Emergency Management Team to assist with the response.

To provide appropriate support to educational establishments, WSCC has defined the term 'major emergency' as...

'An event which seriously threatens the safety of vulnerable adults, children and young people and which requires a coordinated response from the Adults and Children's Directorate.'

9. Having activated this emergency plan, go on to [Section 5](#). (p.19)

SECTION 5: OFF-SITE EMERGENCIES – ROLES & RESPONSIBILITIES

Action list for the emergency contact (or head of establishment)

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: 01798 872007 (3 lines available).	
Line to be used for outgoing calls only: 01798 872007 (3 lines available).	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other children on the visit but not directly involved in the incident. Decide which parents should be informed, and by whom, and contact them as appropriate. Wherever possible, parents should first hear of the incident from the educational establishment (or from the person in charge of the group), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed.	
<p>Inform the chair of governors, if applicable.</p> <p>Dr John Peat 07540 060944 01798 872174 jrp195@btinternet.com</p>	
<p>During office hours, call the West Sussex County Council emergency contact: 01243-642104</p> <p>Outside office hours, call West Sussex County Council's emergency helpline: 02031 622286</p>	
<p>Support from other organisations may be required (please see section 8). Contact details are available in Appendix 3. Examples of support include:</p> <ul style="list-style-type: none"> Assistance at the educational establishment by the WSCC Area Support Team or the WSCC Travelling Team at the site of the 	

<p>incident.</p> <ul style="list-style-type: none"> • Help with arranging transport between the incident, parents and the educational establishment. • Help with media management, including press statements and interview briefing. 	
<p>If the visit is abroad, and the incident results in substantial medical or other expense, risk and insurance staff at West Sussex County Council, or appropriate tour operator, should be informed as soon as possible. (Collaboration with any applicable tour operator's emergency response plan will be important.)</p>	
<p>Inform children and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, seek support from the WSCC Educational Psychology Service about the best way to inform children and to support them afterwards. Staff, children and parents should be asked to avoid talking to the media.</p>	
<p>Consider implementing Recovery Team – See Section 7.</p>	

Media management	Tick
Introduce, if necessary, controls on school entrances and telephones.	
Designate a senior member of staff as primary liaison person.	
Liaise with WSCC's Communications staff as early as possible, and work with them to prepare a press statement, to be agreed by Operations Director of WSCC Learning Service, and the head of establishment before release.	

Resources	Tick
Refer to your establishment's plan of buildings and pre-designated rooms / spaces for incident response centre, family and friend's reception area, quiet area, media – if appropriate - and so on	
Arrange a quiet space to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	



Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff (01243-752311) who will advise on reporting procedures. Any serious injury or fatality must be reported immediately to the Health and Safety Team who will notify the Health and Safety Executive. Staff may wish to submit draft reports to trade union legal officers.	

SECTION 6: ACTIVITY CARD FOR OFF-SITE LEADER IN CHARGE

(To be taken on visit with other information)

Immediate action in an emergency	Tick
Assess the situation and take immediate action to ensure the safety of children and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
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 <p>EMERGENCY CONTACT NUMBERS Give your name and telephone number, where you are calling from and details of what has happened and where & details of those involved. Emergency services (including mountain rescue) UK: 999 Europe: 112 For support from WSCC: In hours (8-6pm Mon-Fri) +44 (0) 1243 642104 Out of hours +44 (0) 2031 622286</p>	 <p>ADULTS AND CHILDREN'S SERVICES TRIP EMERGENCY CONTACT NUMBERS Normal Daytime no. (8am – 5pm) Out of Hours no. (5pm-8am) ALTERNATIVE CONTACT Tel. no..... <i>If you call these numbers in an emergency, be prepared to give: your name, who you are, your telephone number, where you are calling from and brief description of the incident, including time.</i></p>
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Give clear details of what has happened and who is involved.	
Discuss with the emergency contact person (or head of establishment) who should inform parents and next-of-kin of children and staff. The police will inform next of kin if there have been fatalities.	
The emergency contact person (or head of establishment) should contact West Sussex County Council if further help is required – if they are unavailable you may have to do this. During office hours, call them on: 01243 642104 .	

Outside office hours call: 02031 622286 .	
Avoid speaking to the media – if necessary direct them to West Sussex County Council’s communications staff. During office hours, call them on: 01243 777722 . Outside office hours call: 07767 098415 .	
Staff and children should be told to avoid talking to the media or spreading what has happened unnecessarily (particularly via use of mobile phones – consider confiscation).	
Make notes of what has happened, any phone calls made and your actions.	
Keep in contact with the emergency contact person (or head of establishment). School: 01798 872007 Home: 07955 911142	

SECTION 7: POST-INCIDENT WELFARE, STAND-DOWN & RECOVERY

As soon as possible after the emergency	Tick
Visit injured children / staff.	
Consult with and involve parents in the aftermath of an emergency. It is particularly important to communicate with parents of children who have been involved, and ensure that their needs and wishes are taken into account	
Liaise with parents regarding plans for attendance at funerals	
Liaise with parents regarding plans for attendance / representation at memorial services.	
Arrange debriefing meetings for staff and children. Staff should not be expected to perform a counselling role unless they are trained to do so. It is also important not to underestimate the impact of an emergency on staff, which in some cases may be greater than the impact on children.	
Arrange debriefing meetings for the head of establishment and Emergency Management Team.	
Identify and support high-risk children and staff.	
<p>Promote discussion of the emergency. Staff can help children by being aware of the most frequent and normal reactions of children to a traumatic emergency (fear, guilt, anger, confusion) and other normal reactions that may be seen (such as withdrawal, aggression, nervousness, depression). Some of the following responses may be appropriate:</p> <ul style="list-style-type: none"> • Do not minimise the effect of loss upon the child – recognise the uniqueness of the child’s feelings • Listen to the child – do not attempt to stop his / her references to the emergency • Show that you are prepared to listen and offer reassurance • Show that you care by offering genuine support and empathy. 	
Consider the need for individual or group support.	
Help affected children and staff to return to the educational establishment.	
Seek advice on legal issues from West Sussex County Council legal staff.	

In the longer term	Tick
Arrange an incident debrief for staff who were involved in the response.	
Initiate a review of the educational establishment emergency response plan, evaluating its effectiveness and incorporating any lessons identified.	
Consult staff and decide whether and how to mark anniversaries.	
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both children and staff who are affected.	
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the educational establishment.	
Remember to make any new staff aware of which children and staff were involved and how they were affected.	

SECTION 8: SUPPORT & ASSISTANCE

The following agencies may provide support and assistance:

St Mary's CE (Aided) Primary School, Link Lane, Pulborough

Emergency Management Team:

- Coordinate the educational establishment's response to an emergency
- Fulfil specific roles as outline in [Section 3](#) and [Section 5](#).

Establishment staff:

- Follow procedures for evacuation, shelter or lockdown (outlined in [Appendix 5](#)) when necessary to secure the safety of children
- Provide children with information and reassurance
- Assist Emergency Management Team in carrying out tasks relating to emergency response as far as they are able.

School Governors/Management Committee:

- Support the school during the incident and throughout the recovery process.

West Sussex County Council

Children's Support Services:

- Coordination of assistance throughout West Sussex County Council (Core Support Group / Area Support Team / Travelling Team)
- School transport
- Administrative support
- Educational Psychologists
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice
- Insurance Advice

Emergency Management:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Communications:

- Press statements
- Advice and assistance with media management.

Legal:

- Legal advice.

Occupational health:

- Advice and support on health issues
- Counselling service for staff.

Police

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families
- Criminal investigation.

Fire and rescue service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up.

Ambulance service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services.

Trade unions

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

APPENDIX 1: CLOSING YOUR SCHOOL DUE TO EXTREME WEATHER

SCHOOL CLOSURE IN THE EVENT OF ADVERSE CONDITIONS ISSUED TO STAFF

In the event that the Headteacher deems it unsafe for children and staff to come into school eg: snow, flood or serious building damage, these are the procedures we will follow.

In the event of snow or other adverse weather conditions:

1. Determine if children can get into the school safely

- The Deputy Head will telephone the Headteacher if she finds she is unable to get into the school safely herself.
- The Deputy Head will then telephone, email or text other members of school staff who live in close proximity of the school.

At this point the Headteacher will decide if the school is to close, based on the safety of children.

2. Determine if staff can get into the school safely

- Any member of staff who is unable to get into the school safely must telephone the Headteacher as soon as possible and not later than 6.45am.

At this point the Headteacher will decide if the school is to close, based on the safety of staff and whether there would be enough staff to teach and keep children safe in school. This decision will be made not later than 6.15am on the morning of closure. It may be decided the night before.

3. If the school is to remain open

- The Headteacher will telephone the Deputy Head who will communicate this information via text message and e-mail to staff. The School Business Manager (SBM) will send a message via SchoolComms to inform parents and the Website Co-ordinator will put this information onto the Home page of the school website.

4. If the school is to close

- The Headteacher will telephone the Chair or Governors to confirm the school closure.
- The Chair of Governors will inform the rest of the Governing Body.
- The Headteacher will telephone the Deputy Head who will communicate this information via text message and e-mail. The Website Co-ordinator will put this information onto the Home page of the school website and the SBM send a message via SchoolComms to inform parents.
- The Headteacher will inform local radio stations and the Local Authority of the school closure.
- The Headteacher will inform the Headteachers of other schools in the Weald Locality Group of the school closure.
- The Deputy Head will contact any students, trainee teachers or visitors who are expected in school on this day.

5. When the school is to re-open

- The Headteacher will telephone the Chair of Governors to confirm the school re-opening.
- The Chair of Governors will inform the rest of the Governing Body.
- The Deputy Head will communicate this information via text message and e-mail to staff. The Website Co-ordinator will put this information onto the Home page of the school website for parents.
- The Headteacher will inform local radio stations and the Local Authority of the school re-opening.
- The Headteacher will inform the Headteachers of other schools in the Weald Locality Group of the school re-opening.
- The Deputy Head will contact any students, trainee teachers or visitors who are expected in school on this day.

In the event of flood or other event which has damaged the school fabric and means it would be unsafe for children and staff to come into school.

- The Headteacher, Leadership team, School Business Manager and Premises Manager will come into school to assess the level of damage and make all possible arrangements to ensure the problem is resolved by the appropriate parties as soon as possible.

- When safe to do so staff will be contacted to come in to support the organisation within the school to ensure a safe and speedy return to school for the children.

2. If the school is to remain open

- The Headteacher will telephone the Deputy Head who will communicate this information via text message and e-mail. The Website Co-ordinator will put this information onto the Home page of the school website.

3. If the school is to close

- The Headteacher will telephone the Chair or Governors to confirm the school closure.
- The Chair of Governors will inform the rest of the Governing Body.
- The Headteacher will telephone the Deputy Head who will communicate this information via text message and e-mail. The Website Co-ordinator will put this information onto the Home page of the school website.
- The Headteacher will inform local radio stations and the Local Authority of the school closure.
- The Headteacher will inform the Headteachers of other schools in the Weald Locality Group of the school closure.
- The Deputy Head will contact any students, trainee teachers or visitors who are expected in school on this day.

4. When the school is to re-open

- The Headteacher will telephone the Chair of Governors to confirm the school re-opening.
- The Chair of Governors will inform the rest of the Governing Body.
- The Deputy Head will communicate this information via text message and e-mail. The Website Co-ordinator will put this information onto the Home page of the school website.
- The Headteacher will inform local radio stations and the Local Authority of the school re-opening.
- The Headteacher will inform the Headteachers of other schools in the Weald Locality Group of the school re-opening.
- The Deputy Head will contact any students, trainee teachers or visitors who are expected in school on this day.

These procedures will be reviewed annually and after each event as part of the evaluation of the success of the procedures undertaken.

ST MARY'S CE (AIDED) PRIMARY SCHOOL SNOW PLAN ISSUED TO PARENTS

It is the school's policy that it will open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

St Mary's CE (Aided) Primary School will aim to remain open as long as:

- The site is safe to access.
- There are enough staff to safely supervise the children.
- Meals can be offered. This may include a cold alternative.
- A member of the leadership team is on site.

The decision to close the school can only be taken by the Headteacher.

In the event of inclement weather overnight:

- A decision will be made by 6.15am in the morning.
- This decision will be based on a risk assessment made by members of staff who live in Pulborough and can make an assessment of the condition of roads and pathways in the area, the forecast for the rest of the day, and the number of staff who are able to get to school to ensure an appropriate staff:pupil ratio.

If the weather conditions are severe enough to force closure or restricted opening this decision will be communicated to parents by the following means:

- The school website
- Text
- Local radio
- WSCC website - www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/emergency-school-closures/

It is **vital** that parents read the message themselves rather than rely on a verbal version from others. Arrangements may be very specific and change from day to day.

Restricted opening – where school is open but some staff and pupils may be unable to attend due to weather conditions:

The senior member of staff on site will organize the staffing allocations irrespective of normal responsibilities. If the school is closed, a member of staff (where possible) will be available at school to ensure that messages and communication are maintained for the first few hours of closure. Thereafter the school will be empty.

If there is an enforced school closure, we cannot look after children. However, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

Dropping Off

Parents are asked to exercise extreme caution when dropping off or collecting children by car because of icy paths and pavements. At the end of the day, the children should be collected as usual but there will be no after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so. On such days, children's access to the playground may be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

Communications

Once a decision is made, the school phone is likely to be very busy and it may not be possible to get through so we would ask parents to check the school website for up to the minute information. The business manager will send a SchoolComms message to parents. Information will also be shared with local radio stations and the Local Authority. However, we cannot guarantee that this information will be broadcast and it is likely that the school website will be updated more quickly than the Local Authority.

THEREFORE PLEASE DO NOT PHONE THE SCHOOL TO ASK IF WE ARE OPEN, PLEASE VISIT THE SCHOOL WEBSITE

Impact on education

On days when the school has restricted opening, children may not be taught by their usual teachers or in their usual classes, as we may not have our full quota of staff. However, we will ensure that we have an educationally valid day. If there is a prolonged closure of the school, staff will advise work that may be completed via the school website which also has a range of resources and links to support learning at home.

Re-opening the School

This will be announced via the following routes:

- Text
- E-mail
- School website

- WSCC website - www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/emergency-school-closures/

Once we return to school, there is every possibility that it will still be snowy on the field and playground. We will go out and play on the field so long as the ground is frozen and there is plenty of snow to have fun in. NO CHILD will be allowed out without appropriate clothing such as gloves and wellington boots or other boots. So please provide appropriate NAMED footwear for children when they return to school.

Monitoring information about travelling conditions from the emergency services and weather warnings from the Met Office

The headteacher will monitor travel conditions and weather warnings via the Internet and will liaise with the Deputy Head, School Business Manager and other staff who live in close proximity to the school to discuss local conditions.

Keeping the school open with fewer staff present than usual

Children's and adults' safety will always be the first consideration. Teachers who are unable to travel to school safely must inform the Headteacher as soon as possible and not later than 6.45am. A decision will then be made about the possible redeployment of staff to enable the school to remain open. Redeployment may include:

- The Deputy Headteacher/SENDSCO covering a class.
- The Headteacher covering a class.
- PPA teachers covering a class

In the event of significant numbers of children not being able to travel to school safely a decision may also be made to combine year groups to enable the school to remain open. However, no class size would be greater than 34 children (30 children in Early Years and Key Stage One).

Resources available to prevent the school closure, mitigate the effects of the weather or reduce risk

A well-maintained supply of salt and grit is kept available on site.

Publicising the school closure to relevant parties

In the event of a decision being taken to close a school because of deteriorating weather, the school will contact:

- The media (e.g. local radio)
- Parents – via e-mail and text

- West Sussex County Council Contact Centre on 0845 075 1007
(Note: WSCC will alert schools of the Emergency School Closure Dedicated Telephone Number, and when to use it, should one be set up at any time)

The school will also:

- Update its website
- Contact staff from outside providers (eg. catering staff)
- Contact staff and expected visitors

Special arrangements to ensure examinations can still take place

In the event of the school having to close at any time when statutory tests must be taken the Headteacher will seek guidance from the relevant authorities and arrangements may be made for those children taking the tests to sit them at another school in the locality.

Reassuring children and guardians if examinations cannot take place

If no such arrangements can be made, children and parents will be reassured by the Headteacher that Teacher Assessments will be submitted in place of Test Results.

Emergency arrangements in case children / staff are stranded at the school

Parents and families will be informed by text and e-mail. The most senior staff member on site will assume control. Emergency provisions would be obtained from either Tesco or Sainsbury's stores, both of which are within walking distance of the school. Blankets are stored in school in case of overnight stopovers. The situation would be treated in the same way as a residential for the children – an adventure.

HR issues associated with staff absence (e.g. payment of staff unable to get to work)

Staff are advised that if they are unable to get to school safely or if the school is closed they will be expected to work from home. Staff are advised to take laptops home so that they can easily access the school website. Staff will be responsible for updating their class pages to ensure children have appropriate work to complete during periods of school closure.

Provision of remote learning

Class teachers are responsible for keeping their class pages on the school website updated so that children have appropriate work to complete during periods of school closure.

APPENDIX 2: ESTABLISHMENT SITE INFORMATION & RISK ASSESSMENT

Utility services can be turned off by the Head, Deputy, Premise's Officer or Business Manager.

- Main water stop cock: in main boiler room, back right hand corner of the door, indicated by the **RED** sign.
- Main electricity switch: In main boiler room, just inside the door on the left in the alcove – inside the large distribution board.
- A gas cut-off level is located in the gas meter cabinet to the right of the meter. The gas meter cabinet is located behind the pool pump house in the swimming pool area (cream building south end of the pool). Each boiler house has its own emergency gas cut-off button. In the pool boiler house it is located to the right of the door. In the main boiler room it is located to the left on the wall just after the alcove.
- Fire alarm system reset – Get the key for the control panel from the key cabinet (located behind the door to the school office) Key number 29.
- The Fire Alarm panel is situated on the wall immediately inside the main front entrance door.
- Firstly, select the key numbered 901 and insert into the centre key slot with the word “enable” beneath it on Cabinet One. Turn one quarter turn clockwise and press the “silence” button (labelled No. 2) to stop the noise.
- Check the fire location indicators in the top left hand corner. This will indicate any fire in Zones 1 to 5 (the older part of the building). If there is no light then press the “reset” button on Cabinet One.
- Check the fire location indications on Cabinet Two. This will indicate any fire in the new part of the building.
- If there is no light then press the ‘mute’ button to silence the alarm.
- Check that the light is now off and press the “Reset” button on Cabinet Two.
- If a fire is located on either Cabinet then the entire building must be evacuated and remain so until advice is given that the building is safe.

Communication:

School telephone: 01798 872007

Acting Head's mobile: 07711 311234

Premises Officer's mobile: 07712 557656

Business Manager's mobile: 07999 585730

Specific information relating to on-site hazards

- Cleaning materials are located in the cleaner's cupboard which is kept locked during school hours. The cleaner's cupboard is located through the library, off the main hall, left side.
- Swimming pool chemicals are kept in the locked swimming pool chemical store which is located to the rear of the pump house in the swimming pools area (blue building south end of the pool).
- Chartwells (hot meals supplier) keep their cleaning chemicals in the locked lockers in the kitchen off the main school hall, left hand side.

Full details of the chemicals on site are kept in files located in the main office.
Details of cleaner's chemicals are in a folder in the Cleaning Cupboard.
Details of the swimming pool chemicals are kept in a folder in the locked swimming pool cupboard.

Specific information and procedures relating to off-site external hazards

The school site is not subject to flooding or subsidence.
There are no significant industrial sites or operations in the vicinity.

APPENDIX 3: EMERGENCY CONTACTS LIST

Staff identified for incident response

This should be updated in response to changes and reviewed annually.

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
Yes	Sam Copus	Acting Headteacher	01798 872362	07711 311234	Lives 10 minutes away from school.
Yes	Sue Mitchell	Business Manager	01428 652702	07999 585730	Lives 40 minutes away from school.
Yes	Tim Stevens	Premises Manager	01903 264263	07712 557656	Lives 30 minutes away from school

Other contacts

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
No	John Peat	Chair of Governors	01798 872174	07540 060944	
No	David Shepherd	Vice Chair of Governors	01798 875559	07917 094134	
Yes	Emma Huntley-Hart	Class teacher	01798 873442	07712 000151	Lives one minute from school

External contacts

You may wish to add in other important numbers specific to your establishment that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

APPENDIX 4: COMMUNICATIONS

Seek support from West Sussex County Council's Communications team:

During office hours, call them on: **01243 777722**.

Outside office hours call: **07767 098415**.

Telephone lines

The main external telephone line (three lines available) is located in the school office with extensions throughout the school, including the Headteacher's office, the Business Manager's office and the Deputy Head/SENDCOs office.

The main external telephone number is 01798 872007

The following extensions are available:

Headteacher	203
Deputy Head/SENDCO	208
School Business Manager	204
Front reception desk	207
School office	201 and 202
KS1 PPA room	205
KS2 PPA room	211
Small team room	210
KS2 Prep room	209

There is no ex-directory landline available.

Communicating with parents

In the event of an emergency happening whilst the school is open, parents will be informed by text message, e-mail and via the school website.

In the event of an emergency happening before or after the school is open, at weekends or in the holidays, parents will be informed by text message, e-mail and via the school website. Local radio stations and the LA would also be informed.

Companies affected by a closure or emergency, both during the school day and outside of it, will be contacted by telephone. Voicemail messages will be left if appropriate.

In the event of an emergency taking place during the school day, parents will be informed by text message, e-mail and via the school website. In the event of such an

emergency affecting only a small number of children, those parents will be contacted by telephone. In this instance a TA will be taken out of class to provide additional support for the office staff.

APPENDIX 5: EVACUATION & SHELTER PLAN (LOCKDOWN)

Evacuation routes are clearly detailed in every room. The assembly point is on the back playground or the back playing field if necessary.

In the event of an emergency resulting in complete evacuation of the school site, children will be led around the outside of the building and across Link Lane where they will assemble in the local park. After assembling, a further roll call will be taken to ensure all children and adults are present and accounted for.

A personal emergency evacuation plan will be written for any child or member of staff who is registered disabled or whose mobility is temporarily impaired. These will be stored electronically and paper copies will be attached to each paper copy of this plan. There are currently no members of staff or children who are registered disabled or whose mobility is temporarily impaired.

The warning signal for any emergency requiring evacuation from the building is the school fire alarm sound.

In the event of the whole school needing to be evacuated to another location our designated 'place of safety' is St. Mary's Parish Church. This is within walking distance of the school. The school has a set of keys for the Church. These are kept in the front office: Key Number 23. Children and staff will walk to the Church through the park and then past The Chequers Hotel.

There is no other school within walking distance of St. Mary's CE (Aided) Primary School.

In the event of an emergency resulting in sheltering/lockdown rather than evacuation, all staff and children are advised to remain indoors, close all external doors and windows and wait for further instructions. Window blinds should be put down. A roll call will be taken to ensure all children and adults are present and accounted for.

The warning signal for any emergency requiring sheltering/lockdown will be the sound of long blasts of an air horn. The end of sheltering/lockdown will be marked by three short blasts of an air horn.

St. Mary's staff will ensure that all children, staff and people visiting the site are accounted for by carrying out a headcount of each class, checking class registers, staff board, the school diary and visitors' book.

In the event of children being sent home, each child, on being collected from the school office, will be marked out. All children must leave via the main entrance.

APPENDIX 6: BUSINESS CONTINUITY

Business continuity planning

Our priorities

This table lists the key activities / services we provide and the maximum time within which they need to be restored.

Activity number	Key activity / service	Description	Is this a statutory duty?	When do you aim to have this reinstated by?	When must it be reinstated by?
1	Facilitate examinations	Up to 60 students taking their end of KS2 Statutory Tests in May of each year.	Yes	Immediately	< 1 day
2	Provide catering	Lunches are provided for up to 240 students per day.	a) Yes for 200 eligible students b) No for others	< 1 day	a) < 1 day for eligible students b) < 3 days for others

Impact of failing to deliver key activities / services

This table describes what will happen if the key activities / services are not provided and the likelihood and impact of the failure to occur. Provision could be interrupted by a loss of people, premises, technology, information, supplies or stakeholders.

Activity number	Description of failure to deliver activity / service	Likelihood Low/Medium/High	Impact Low/Medium/High	Evaluation
1	60 students will be unable take their end of KS2 Statutory Tests. School may not appear in national league tables. Data would depend on Teacher Assessments, not test results.	Low	Low	Low
2	Lunches will not be provided for students. Failure to meet statutory requirement regarding eligible students.	Low Low	Med Low	High Low

Actions to be taken in the event of disruption affecting key activities / services

Disruption to People		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Ascertain availability of staff.	<ul style="list-style-type: none"> Arrange for supply teachers to attend Amalgamate classes to ensure student safety Send students home Inform / seek support from Schools Support Service if appropriate
< 24 hours	To ensure normal staff levels are restored	Ensure alternative staff have been sourced
< 1 week	As above	
< 1 month	As above	

Disruption to premises		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Decide whether or not to open or / keep open all or part of establishment or to close all or part of it.	<p>Ascertain which parts of the establishment have been affected</p> <p>Inform staff, students and parents / guardians and media if school is closed</p> <p>Inform / seek support from Schools Support Service if appropriate</p>
< 24 hours	If closed, decide when each area will be reopened	<p>Inform staff, students and parents / guardians and media if school when the school is expected to be fully opened again and if it will be done in stages</p> <p>Assess damage and instruct repairs to be carried out</p> <p>Inform / seek support from Schools Support Service if appropriate</p>
< 1 week	If repairs unable to be carried out, ensure alternative premises are found	<p>Hire alternative premises / portacabins</p> <p>Inform / seek support from Schools Support Service if appropriate</p> <p>Inform staff, students and parents of alternative arrangements. Continue to update weekly.</p>
< 1 month	Review progress of repairs and re-evaluate	Inform staff, students and parents of revised arrangements and continue to update weekly.

Disruption to technology		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Fall back to paper record keeping and work with IT services to establish recovery time	Ensure people are aware of expected recovery time
< 24 hours	Determine scale of problem and potential impact	Record potential / real impacts Purchase / source equipment as required Place order with suppliers
< 1 week	Ensure recovery on is track	Chase suppliers
< 1 month	Ensure recovery is complete	Request notification when delivered and installed / repaired

Disruption to information		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Determine scale of problem and potential impact	Contact staff if their personal information is lost. Advise them to contact their banks / change passwords etc as appropriate
< 24 hours	Source temporary/replacement supply of missing information/paperwork, eg, test papers	Order replacement materials
< 1 week	Ensure delivery is on track.	Chase suppliers.
< 1 month	As above	As above

Disruption to supplies		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Instigate rationing wherever possible	Inform staff that supplies are low and should be conserved.
< 24 hours	Utilise supplies from elsewhere	Contact like establishments for short term assistance
< 1 week	Instruct alternative supplier	Purchases ordered.
< 1 month	Ensure delivery is complete	Distribute supplies.

Disruption to stakeholders		
Timeframe	Business continuity strategy	Actions list
< 4 hours	Determine who else will be affected by the incident.	Check who else is using the school – for example after-school clubs (Karate, etc) and outside caterers (Chartwells).
< 24 hours	Contact stakeholders and work with them to find alternative premises.	Inform all stakeholders of disruption and likely reinstatement date.
< 1 week	As above	As above
< 1 month	As above	As above

Inventory

Equipment inventory

Description	Make	Model number	Serial number	Purchase price	Purchase date	Location
Inventory of all portable equipment is stored electronically. (Laptops, i-pads, Learnpads).						Redstore. Daily upload via JSPC who send confirmation e-mail to Business Manager daily.

Data / IT systems

Data / IT system	Users requiring access	Backed up?	Where is the back up held?
SIMS	School Staff	Yes	All school data is uploaded daily by JSPC to Redstore. JSPC send a confirmation e-mail daily to the Business Manager

Paper-based records

Document	Location	Duplicated?	Where are duplicates held?
School emergency plan	School Office and Headteacher's office.	Yes	Off-site with Head of establishment, Deputy Head of establishment, Business Manager and Premises Officer.

APPENDIX 7: PANDEMIC INFLUENZA PLAN

Pandemic influenza action check list

School Closures

Depending on the circumstances at the time, schools may be advised to close to children for some, or all, of a pandemic. The school will receive this information from central Government via WSCC. Department of Education (DfE) advice, however, is that staff should still be asked to continue to work if they are not ill, caring for dependants or authorised to work at home. This is consistent with Government advice to employers across all employment sectors.

In West Sussex a safe staff-working ratio has been determined as at least one teacher/teaching assistant per class, with one other person spare for health and safety purposes. Class ratios should be based on one adult per 30 children.

For short periods of emergency lasting no longer than 1-2 hours, larger staff/pupil ratios may be acceptable, but must be based on any ratio of staff to children that the school's leadership team considers appropriate and fit for purpose, e.g. while it might be appropriate for the head of establishment to take a large number of children all together, at the same time, it would not be appropriate for that number to be taken by a non-qualified teacher.

The following people are empowered to make a decision on the closure of the school:

- 1) The Headteacher, or in his/her absence
- 2) The Deputy Head, or in his/her absence
- 3) The Chair of Governors

The Headteacher will inform WSCC of the closure.

Infection control guidance

The Office Manager will seek advice on infection control from the relevant authorities in the event of a pandemic.

The Headteacher has been tasked with meeting with the contracted cleaning services (or other stated service provider) to ensure that during a pandemic the provision of service will meet the requirements detailed in the DoE guidance.

If a member of staff or child arrives at school with flu-like symptoms, or develops them during the day, you should remove them from lessons immediately. The member of staff should be sent straight home and told to seek medical advice. The child should be isolated in the Inclusion Room (Brazil) until arrangements can be made to get them home.

Make sure good personal hygiene is maintained by everyone at the school

Communication and provision of information

During a pandemic the school will communicate with staff, students, parents / carers via the following systems / arrangements;

Text message, e-mail and via the School Website.

Draft letters and information sheets have been prepared in advance and included at the end of this section.

Remote learning arrangements have already been described in [Appendix 1](#).

The SENDCO will consider how relevant information will be made available to students who are hearing or sight-impaired and for those with special educational needs

A paper copy of staff contact details, including email addresses, is held in the main school office in case computer systems are unavailable and are updated by the Business Manager

A paper copy of students, parents / carers contact details, including email addresses, is held in the main school office in case computer systems are unavailable and are updated by the Office Manager.

Business continuity arrangements

Cover for absent teaching staff will be arranged by:

- 1) The Deputy Head or in his/her absence
- 2) The Headteacher or in his/her absence
- 3) The School Business Manager

The Business Manager has been asked to list non-teaching jobs in priority order and consider job shadowing so that the highest priority jobs can be maintained in the event of staff absences.

Cover for absent non-teaching staff will arranged by:

- 1) The Business Manager or in his/her absence
- 2) The Deputy Head or in his/her absence
- 3) The Headteacher

Pastoral arrangements

The Inclusion Leader has been asked to consider what pastoral arrangements need to be put in place for students and staff during or following a pandemic and whether any additional facilities or training could be put in place in advance.

Volunteers

A list of willing volunteer helpers who have been DBS checked is maintained by the Office Manager. It is kept in the main school office.

Pandemic influenza recovery plan

The following people are empowered to make a decision on the re-opening of the school:

- 1) The Headteacher or in his/her absence
- 2) The Deputy Headteacher or in his/her absence
- 3) The Chair of Governors

The school will re-open on Insert date.

The Headteacher will inform WSCC of the reopening.

The following teaching staff will be available to return to work:

- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<

The following non-teaching staff will be available to return to work:

- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<

Year groups will return on the following dates:

- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<

The curriculum will be adjusted in line with the above.

The following facilities will not be available until:

>>> Insert facility <<< will be unavailable until >> Insert date <<
>>> Insert facility <<< will be unavailable until >> Insert date <<
>>> Insert facility <<< will be unavailable until >> Insert date <<
>>> Insert facility <<< will be unavailable until >> Insert date <<

The Office Manager will discuss the provision of meals with provider if applicable.
(Chartwells).

Staff, students and parents / carers will be informed that the school is reopening by text message, e-mail and via the school website.

The Headteacher will ensure that all areas are disinfected prior to reopening to staff or students.

The Headteacher will consider whether there may be a need for bereavement counselling for both staff and students.

The Headteacher will consider if there is a need for a memorial service.

Draft letters and information sheets

West Sussex County Council's Learning Service will provide template letters to send to parents and staff once the strain of flu has been identified by the World Health Organisation and specific advice is made available. These will seek to raise awareness and provide current and updated information.

APPENDIX 8: TRAINING & EXERCISING

Training record – to be updated as an on-going record

Training title	Areas covered	Date	Attendees
EVC update training	Content and key messages for Educational Visits Coordinators promoted by the Outdoor Education Advisers Panel and the DCSF	17 th January 2013	Joanna Brown Headteacher
		12 th November 2015	Joanna Brown Headteacher
		November 2017	Joanna Brown
		12 November 2018	Sue Mitchell SBM
Management of Fire Risk Assessment Training	Identification of potential fire risks, minimising danger.	27 th September 2017	Joanna Brown Headteacher
Fire Safety - Interactive		9 th January 2015	Joanna Brown Headteacher
Fire Safety – Video		9 th January 2015	Joanna Brown Headteacher
COSH Awareness Interactive		8 th January 2015	Joanna Brown Headteacher
COSH Awareness Video		8 th January 2015	Joanna Brown Headteacher
Electrical safety		7 th January 2015	Joanna Brown Headteacher

First Aid at Work (3 day course)		Expiry date 27 th June 2021	Kate Bryan Teaching Assistant
Paediatric First Aid (3 day course)		Expiry date 27 th September 2019	Lee Callender Class teacher
Paediatric First Aid (3 day course)		Expiry date 11 th October 2019	Emma Huntley- Hart Class teacher
First Aid at Work (3 day course)		Expiry date November 2021	Janet Lees School Bursar
St John's Ambulance First Aid Course		February 2021	Sam Copus Acting Head All midday meals staff All TAs
St John's Ambulance 1 day		26 th October 2020	Vicky Russell Admin Assistant
St John's Ambulance 2 day refresher		16 th November 2020	Emma Gabriel Secretary
St John's Ambulance 1 day		January 2018	Tracey Gent – Forest School TA

Exercise record – to be updated at least termly

Date	Brief details of exercise	Aspects of plan tested	Actions identified	Outcome of actions
Autumn term 07.10.16	Fire drill	Whole school evacuation to back playground in less than 3	All staff aware of individual duties. Some congestion on	Meeting held to agree which classes would walk along the

		minutes. All children, staff and visitors accounted for.	back footpath.	path and which would move onto the grass.
10.11.16	Fire drill	As above. Full evacuation in less than 3 minutes.	Children able to exit KS2 classrooms much more easily. No congestion on either path or grass. USA class exit route revised.	
Spring term 26.01.17	Fire drill with certain doors or corridors blocked off and alternative routes needed.	Can children find alternative routes in an emergency?	Part of KS2 pathway deliberately obstructed. Children found alternative route – some talking. Full evacuation in less than 3 minutes.	KS2 children affected by blocked route commended for quick thinking, but reminded that talking needed to be kept to minimum.
Spring term 28.03.17	Fire drill	What happens if staff do not check toilets?	2 children from Y1 were in toilets and went back to classroom before leaving the building. Children found and all accounted for in 3.5 minutes.	Children reminded that if they hear the fire alarm they must go straight to the back playground by the most direct route.
Spring term	Alarm set off accidentally by		All children, staff and	Alarm identified and

06.04.17	child in SA class.		visitors evacuated in less than 3 minutes. Parents waiting at gate became agitated on hearing alarm.	reset. Children reminded to be careful. Member of office staff went out to reassure them.
Summer term 09.06.17	Whole school evacuation to back field.	How do children and staff manage if the alarm goes off at lunchtime?	Children who had finished eating and were on the field did not hear the alarm, although they saw others lining up and quickly joined them. Kitchen staff and MMS responded very quickly. Staff in staffroom took longer to evacuate the building than usual. All accounted for in less than 3.5 minutes.	Three children complained that when they went back to their lunch it had been thrown away. MMS deny this. Staff reminded that they need to respond to fire alarm more quickly during lunch or other breaks.
Summer term 15.07.17 (Leavers' Ball)	Fire alarm set off by smoke machine in main hall.		Children and staff evacuated to front playground.	Parents meeting children at end of Ball were reassured. Alarm reset by

				headteacher. Made a note not to use smoke machine at next year's Leavers' Ball.
Autumn 2017 20.09.17	First fire drill of the academic year. All staff made aware beforehand. Supply and new staff briefed.	Are there any new issues? One class known to be at Forest School – how would they respond? Would they know about the test? One class known to be changing for PE. One child RS (Year 2) known to have sensory issues was accompanied by TA. None of the new YR children were unduly upset by the drill. Whole school including staff and visitors but with the exception of Forest School	Still some congestion on KS2 pathway at back of school. Children in Y1 and Y3 heard talking. Staff at Forest School could not hear alarm nor could they see school lining up. Need to have a separate bell. 4 minutes is too slow. There will be a further fire drill before half term. This will be unannounced.	Handbell to be placed in China classroom. Teacher in China class will evacuate own class and then ring bell to alert anyone in Forest school area. SBM will gather together items for Emergency Box which would be taken out for all fire drills – keys, emergency first aid, telephone numbers, emergency response plan etc.

		accounted for in less than 4 minutes.		
Autumn Term	Fire Drill 19.10.17	Better response but KS 2 still a little slow in vacating the building and reaching the call area.		
Spring term 2018	Fire Drill 28.3.18 Fire alarm	Children all out in 3 minutes 3.40 – Jiminys burnt toast in MPR	Checked the After School Club procedures	All went well – Jiminys to review their procedures
Summer term 2018	Fire Drill 6.7.18 Summer holidays – Fire alarm triggered by Floor layer in Library	Children out in 4 minutes		
Autumn Term	Fire Drill 7.9.18 Fire alarm 31.10.18	Children out in 3.5 minutes. Very smooth and E years were all fine. Sensor in Japan – possibly smoke blowing in from Forest School bonfire		

APPENDIX 9: BOMB THREATS 7 SUSPICIOUS PACKAGES

Bomb threat prompt card for reception staff

If you receive a telephone call from someone who claims to have information about a bomb, perform the following actions:

Actions	Tick
1. Stay calm.	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.	
3. Make a note of: <ul style="list-style-type: none"> • The exact time of the call • The caller's sex and approximate age • Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness) • Any distinguishable background noise. 	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.	
6. Report the call to the police and the head of establishment / nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the head of establishment.	

Guidance on suspicious packages

The likelihood of a school receiving a postal bomb or suspected biological / chemical package is very low. However, you should be aware of the immediate steps to be taken if you receive a suspicious package or come into contact with a biological or chemical substance.

Postal bombs or biological / chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological / chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor handwriting, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package.

If you suspect that a letter or a package may contain a bomb:

Instructions	Tick
Stay calm.	
Put the letter or package down gently and walk away from it.	
Do not put the letter or package into anything (including water) and do not put anything on top of it.	
Ask everyone to leave the area (including classes if necessary).	
Notify the police and the head of establishment / nominated deputy immediately.	
Do not use mobile phones or sound the alarm using the break glass call points.	

If you suspect that a letter or a package may contain a biological or chemical threat:

Instructions	Tick
Stay calm.	
Do not touch the package further or move it to another location.	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination.	
Notify the head of establishment / nominated deputy immediately.	

The head of establishment / nominated deputy should then:

Instructions	Tick
Notify the police immediately on 999.	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated room as far as possible.	
Keep all persons exposed to the material separate from others and available for medical attention.	
Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.	

If anyone believes they have been exposed to biological / chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose or any other part of their body
- Wash their hands in ordinary soap where facilities are provided.

APPENDIX 10: EMERGENCY ARRANGEMENTS FOR OTHER SERVICES USING THE SCHOOL SITE

No other services use the school site at the present time.

APPENDIX 11: LOG KEEPING

Basic principles

Notes should be contemporaneous or made as soon as reasonably practicable after the incident (that is, within 24 hours). They must be clear, intelligible and accurate.

What to use to record your log

- Hardback notebook
- Numbered pages
- Bound so that pages cannot easily be removed (i.e. not ring-bound or spiral-bound)
- Use permanent black ink.

How to write the log

- Note all relevant facts in chronological order
- Stick to the facts – (if you are using assumptions to show your reasoning for making a decision, make it clear)
- If you make a mistake, cross it out with a single line (so that what is underneath is still visible) and initial it
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross refer to the corrected entry which should be made on the next available page, signed, dated and timed
- Use plain language and correct grammatical English
- Avoid approximations and abbreviations
- Do not miss out key words

- Do not use arrows or dashes.

APPENDIX 12: INTERNAL TELEPHONE DIRECTORY

INTERNAL TELEPHONE DIRECTORY			
EXTENSION	LOCATION	EXTENSION	LOCATION
201	School Office (Janet)	216	UK
202	Premises	217	Austria
203	Head teacher (Sam)	218	Canada
204	Business Manager (Sue)	219	Thailand
205	KS1 PPA	220	India
206	Office	221	Jamaica
207	Reception (Emma)	222	USA
208	Brazil (SENDCo)	223	Sierra Leone
209	Prep Room	224	Mexico
210	Team Room	225	Japan
211	KS2 PPA	226	South Africa
212	Swimming Pool	227	Ireland
213	Multi-Purpose Room	228	New Zealand
214	Pedestrian Gate	229	China
215	Barrier Gate	230	Reception (Vicky/Frances)

- To make an external call, dial 9 first
- To pick up an internal call at another extension, pick up receiver and dial *4001 for cordless or flashing light for static phone
- To transfer a call to another extension, press Recall (R) or Transfer and dial relevant number
- To make an internal call, lift the receiver and dial the extension you require

