

Tenterden Primary Federation



Emergency Planning Policy

Current status:

Date approved: 23 May 2014

Review due: May 2016

Emergency Information is kept in a zipped clear plastic folder in each School Office and Staff Room. This includes full procedures for dealing with Critical Procedures and Emergency Contacts.

Fire Procedures

1. The fire alarm is –
 - a 2 tone siren sound in the Junior School
 - a long continuous ringing of the fire bell in the Infant School
2. On hearing the alarm, everyone should proceed to the nearest fire exit (as detailed in the tables below). **Never presume that it is merely a practice**
3. The Executive Headteacher or Deputy Head will contact the emergency services. In their absence the Office Manager will assume responsibility.
4. Children should line up silently at the designated exit (as detailed in the tables below) and be led out by the class teacher or person responsible. If changing for PE the children should only take appropriate clothing with them, if to hand. Under normal circumstances, the most important priority is to evacuate the building as quickly as possible in a calm and controlled manner. If possible, close all the doors on the way out.
5. All persons should congregate on the playgrounds well away from the school building
6. Classes should line up silently at their appointed places.
7. Teaching assistants should join the class at which they are based most of the time.
8. The Office Manager will take the registers to class teachers who will ensure that all children are accounted for. Teachers should insist that all children answer loudly and call the teacher by name.

9. The Deputy Heads will need to check that all Teaching Assistants are accounted for. In their absence, Office Managers will assume responsibility.
10. The Office Managers will check that all other support staff are accounted for.
11. Any missing person must be reported immediately to the Executive Headteacher or Deputy Head who will make a decision on how to proceed.
12. In the event of a fire drill, the whole evacuation procedure will be timed. Fire drills should take place at least three times during the academic year. It is good practice to plan for different eventualities (e.g. different days/times etc.) as part of the process.
- 13. The Executive Headteacher or Deputy Head will be responsible for the whole process of evacuation.**

Where to evacuate:

Junior School -

Area	Exit route	Notes
Offices (including medical room and SEN room)	Front door, walk round to playground through children's morning entrance	Take class registers, visitors book and key to gate by Waitrose
Staff room	Staff room fire exit, walk round to playground through children's morning entrance.	
Hall	Exit via front door	
3L	Down through SEN room and exit front door. Walk round to playground through children's morning entrance.	
Resources Room	Resource room fire exit.	
Classroom 1 (old 45D)	Turn right out of classroom and exit front door.	
ICT room	ICT fire exit, turn right, walk round the school to the front playground.	
4K	Walk down the right hand side of the stairs. Turn right and exit through double doors on right.	
4J	Walk down the left hand side of the stairs. Turn right and exit through double doors on right.	
Classroom 2 (old 4M)	Turn left through double doors and then right through fire exit	
3M	Exit across corridor to fire doors	
5V	Exit across corridor to fire doors	
56S	Turn right out of classroom and then left to exit by staff toilet	
Library	Turn left and left again to exit by staff toilet	

6B	Down left hand side of stairs and then left hand exit at bottom of stairs	
6C	Down right hand side of stairs and then right hand door at bottom of stairs	
Mobile classrooms	Exit and turn left to walk to front playground.	

Infant School -

Staffroom	Hall fire exit
HT's room	Hall fire exit
School office	FS Door
Resource room	Class 3 fire exit
Staff toilets	Class 3 fire exit
Hall & kitchen	Class 9 fire exit
Caretaker's room	Classroom 9 fire exit
Pupil toilets	Via nearest fire exits
Class 1	FS Door
Class 2	FS Door
Class 3	Classroom 3 fire exit
AEN Room	Classroom 3 fire exit
Class 5	Classroom 5 fire exit
Class 6	Classroom 6 fire exit
Class 7	Classroom 7 fire exit
Class 8	Classroom 8 fire exit
Class 9	Classroom 9 fire exit
Disabled toilet	Classroom 9 fire exit

2. Threat of Explosion

The fire alarm will sound as for a fire.

In the event of a bomb threat or suspicious device, the schools will evacuate to the Recreation Ground opposite the schools at least 100 metres from the school buildings. If threat continues, the Junior School will evacuate to St. Mildred's Church and the Infant School to the Leisure Centre.

In the event of the threat being outside the school buildings but within harmful distance of the schools, a suitable site such as the lower school playing field will be used. The Executive Headteacher or Deputy Head will make a decision based on available information.

3. Lock-down Procedures

Lock-down is a procedure by which the schools take action to keep children and staff safe inside if (a) there is an intruder or (b) there is an outside threat.

Again, local risks must be taken into consideration when the Executive Headteacher or Deputy Head make a decision.

The lock-down procedures are as follows:

1. There is no audible alarm, as when a lock-down is in force it is necessary to keep this as noise-free as possible. A message will be circulated by the Office Manager bearing the words **LOCK-DOWN**.
2. In the event of hearing the message:
 - a. close all windows and doors
 - b. account for all personnel
 - c. in the Infant School, everyone should make their way to the School Hall
 - d. in the Junior School, children and staff in lower classes should make their way to upper floors, as follows:

CLASSES ON LOWER FLOOR	CLASSES ON UPPER FLOOR
3M to	3L
5V to	6B
5S to	6C
ICT to	3/4K
Support staff to	nearest upper floor room

If children are outside (e.g. during a PE lesson or break-time, lunch-time or start of school) then they must be lined up quickly and file into their classrooms. Teaching staff will then lead their classes to the classrooms identified above.

This procedure should be practised at least once during the academic year.

If lock-down procedures are necessary before or at the end of the school day, then staff present should assemble in the Staff Room and secure all doors and windows.

4. Panic Alarm – Junior School Only

A panic alarm is also fitted in case of human emergencies such as a member of staff experiencing threatening behaviour or serious injury. On hearing the alarm, all senior members of staff should check with the School Office to see if their assistance is required. If in charge of a class, only leave the class if appropriate supervisory cover can be arranged at short notice.

Red Card System – both schools operate a red card system whereby the card, kept in every room, can be sent to the School Office to summon help.

5. Security on Site

1. All adults should enter the schools via their front entrance, the only exception being returning from the playground following break-times or PE lessons.
2. Adults visiting the schools will be required to sign in at the front desk and wear a visitor's badge.
3. Staff should question any adult who is in school without a badge, the only exception being during meetings for parents, arranged by the school.

4. If a visitor's identity is not provided to the satisfaction of office staff then they should not be admitted. **Please note that all persons carrying out work in the school should provide appropriate identification.**
5. Gates to the playground will be locked (at the Junior School, by a member of the Office staff; at the Infant School, by the Caretaker) by a member of Office staff after the morning bell at 8.50am and opened again – at 2.55pm for the Infant School and at 3.00pm for the Junior School.
6. The playground gates for both schools will be locked again at at 3.30pm.
7. Children attending after-school clubs must exit via the main door. The staff member who runs the after-school club is responsible for seeing out the children. A member of Office staff will be on duty until 4.30pm.
8. The Junior School's main access gates will be locked during school hours. The school car park gates are open during the day until 2.55pm when they are locked until all after-school clubs are finished.
9. End of school day procedure:
 - At the Infant School: At the end of the school day, children will be met at their classroom door and will only be handed over to parent/carers as pre-arranged. Any child not collected will remain in the school building with a member of staff. Under no circumstances, should children be allowed to wait outside.
 - At the Junior School: All teaching staff will lead their classes onto the front playground at the end of the school day and remain on the playground until all children in their class have been collected. If a child has not been collected, the class teacher will take the child to the Office Manager. Under no circumstances should children be allowed to wait outside the school gates.
10. Parents are asked to inform their child's class teacher if their child is allowed to walk or cycle home by themselves (Junior School only) or to notify the School Office if their child is to be collected by another parent/person.
11. During break and lunch times staff on duty must ensure that they position themselves near all entry/exit routes.

6. Procedure for dealing with school closure due to pandemic flu outbreak

Preventative Measures

1. Check all parental and staff contact numbers and e-mail addresses are up to date.
2. Ensure schools have large supply of tissues, suitable cleaning materials and sanitiser.
3. Teach children rules of hygiene to prevent the spread of germs.
4. Brief staff of procedures should schools be required to close.

5. Plan a remote learning strategy to ensure disruption to children's education is minimised. Staff to consider which curriculum resources might be used most effectively to ensure learning can continue at home.
6. Review the proportion of pupils with IT facilities at home, and the extent to which pupils with such facilities could access the schools' IT systems.
7. Nominate a duty team of staff on standby to help in the days following the closure.

The Decision to Close

The decision to close will be made by the Executive Headteacher, the Deputy Heads and the Chair of the Governing Body in consultation with the Local Authority, Health Protection Agency and, if appropriate, the emergency services.

Once the decision to close the school has been made, the Office Manager (Junior School) will take responsibility for informing all staff via the text messaging service as soon as possible after the decision is made.

The Office Manager (Junior School) will then inform parents as soon as possible via text message to both schools. Assemblies will be held to brief pupils.

Procedures following School Closure

- Supporting Learning during extended School Closure

The objective is that pupils should be provided with a reasonable degree of teaching and learning if schools close for an extended period in a flu pandemic.

All guidance here is subject to an 'as far as is reasonably practical' proviso.

In the event of schools being closed to pupils, staff could still be expected to report for work, though the Executive Headteacher will decide whether staff should come into school or work from home. The Executive Headteacher will take into account, amongst other factors (including the well-being and family needs of staff), how/where staff could best support the schools' approach to remote learning.

1. In the event of school closure for an extended period of time, one cannot aim to provide the full and balanced curriculum that would normally be offered by schools, nor could fully personalised learning be offered. However, pupils should be able to expect support with some remote learning activities, taking account of pupils' AEN as far as possible.
2. The schools will aim to get work to and from pupils. The Local Authority may play an important role in co-ordinating such arrangements for some or all schools in the area. E-mail is one tool that can be used for pupils who have access to e-mail systems, and for materials that can be sent electronically. The postal service is an alternative and it is expected to continue to operate during a pandemic. For pupils to return work to school without burdening families with potentially high postal costs, the schools will make arrangements for parents to deliver completed work to school or to a collection point. Any approach that would bring persons

into school, or other public place, to deliver or collect work, should be managed so as to reduce the risk of spreading infection. Alternatively, families living close to one another might arrange for one parent to deliver work from all pupils in those families. Parents will be notified by letter and/or e-mail of the arrangements on the same day closure is notified – see Appendix A.

3. The schools will provide e-mail addresses on which pupils or parents can reach staff during school session times in order to raise any questions on the work that has been sent home. If working from home, staff will need to ensure that e-mails are checked regularly throughout the day.
4. The schools will provide parents with some simple, straightforward advice on how they can support their children's learning while schools are closed. This may include information on the curriculum, or hints about how to use a child's home surroundings – or programmes on television or radio – to inform their work. This will be included in the letter sent home on the day of closure and there will be updates on the school websites should extended school closure be necessary.
5. Staff working at home will receive school news through the Learning Platform which they should check daily.

- Post-Pandemic

After a pandemic wave, if schools have been closed for an extended period, Local Authorities and the schools will need to work together on activities to help children catch up on education that they have lost during the pandemic.

Duty Team of Staff in event of Emergency

Executive Headteacher, Deputy Head, Head of Lower School, Office Managers and Premises Managers.

7. Monitoring, review and effectiveness of this Policy

The Executive Headteacher has responsibility for the day to day operation of this policy and reports to the Governing Body which will review and evaluate the effectiveness of the policy every two years, or earlier if necessary.

History:

Policy adopted: 16 May 2013

Policy reviewed: 23 May 2014

Appendix A: Letter to Parents

Date

Dear Parent,

Re: Emergency Closure with Immediate Effect

I am writing to notify you that a decision has been made to close the school with immediate effect on advice of the Health Protection Agency and Local Authority.

I fully understand the potential disruption this may cause you but hope that you will understand the reasons for the school needing to close. The decision has not been made lightly but has been made to protect the health of children and staff and to prevent the spread of the flu virus to the wider community.

It is hoped that the school will be able to re-open as soon as possible to ensure the children's learning is not disrupted significantly. During the closure, the school will endeavour to set and provide work for the children to complete at home. Please read the attached details for further information.

Parents will be notified of the school re-opening through local radio and the school website. A message will also be left on the school's answering machine. The school's text messaging service will also be used.

Yours sincerely,

Mrs. G. Guthrie,

Executive Headteacher

Arrangements for the Setting and Collection of Work

For those families able to access e-mail

The class teacher will e-mail tasks for the children to complete and any supporting worksheets. Please e-mail back any work which has been completed electronically. Staff will check their e-mail daily and will endeavour to answer any queries children or parents may have about the work set as soon as possible.

For this, please email the relevant school office–

- Junior School: office@tenterden-junior.kent.sch.uk
- Infant School: office@tenterden-infant.kent.sch.uk

with your child's name and class in the subject heading, and the emails will be forwarded to the appropriate class teacher

Families unable to access e-mail

Work can be collected from school between the hours of 9.00 – 11.00am. Completed work can also be returned to school between these hours. Please be advised that it may be several days before work is marked and new tasks set depending on whether individual staff are able to come into school. Some or all members of staff may be instructed to work from home.

Supporting your Child at Home

There are many other activities which children can complete at home. We recommend the following websites –

- www.woodlands.co.uk
- www.bbc.co.uk

The school websites also contain links to other use websites:

- www.tenterden-junior.kent.sch.uk
- www.tenterden-infant.kent.sch.uk

If you have any other queries regarding school closure please e-mail [the relevant school office](#):

- [Junior School: office@tenterden-junior.kent.sch.uk](mailto:office@tenterden-junior.kent.sch.uk)
- [Infant School: office@tenterden-infant.kent.sch.uk](mailto:office@tenterden-infant.kent.sch.uk)