

Emergency Procedure Policy

The Green Room is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		Nov 2016	3	Nov 2017
		January 2018	4	January 2019
		January 2019	5	January 2020

Introduction

The Green Room School is committed to ensuring that, in the event of major emergency or incident, the school will provide an effective emergency response to minimise the impact of the Emergency and ensure the wellbeing and safety of all children and adults in their care.

Definition

An emergency incident or crisis can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale, which is beyond the normal coping capability of the school.

The emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on pupils, staff, volunteers, governors and parents.

The following are examples of emergency incidents that may impact on the School and require activation of this Emergency Plan

- Fire or flood to buildings and contents
- Death, accident or assault to members of staff or pupils
- Natural major emergency incident within the local community
- Missing Person(s) /abductions
- Firearms / weapons /act of terrorism

The Emergency Plan will not list each type of Emergency situation but will provide a framework for Emergency Response that can be used in most Emergency situations It is important that the Emergency plan policy is understood by those with the responsibility for implementation and activated immediately

Aims of the Emergency Plan

To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the School.

Objectives of the School Emergency Plan

- Establish an effective framework of Emergency Response.
- Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated.
- Maintain high standards of welfare and duty of care arrangements for pupils, staff parents and carers and volunteers.
- Ensure that actions and decision making during the emergency incident is properly recorded in the Emergency Incident Record
- To minimise educational and administrative disruption within school.
- To facilitate the return to normal working arrangements at the earliest time

Implementation / Evaluation

The action to be taken will vary according to the circumstances (eg. evacuation of the premises because of serious threat; bomb threat, serious accident; natural disasters in the community; acts of terrorism; etc). However, the following guidelines will indicate how the crisis should be handled:

In the event of a crisis the Heads of School shall attempt to get as much factual information as possible, and will decide to whom it should be communicated, and how.

Where necessary, steps will be taken immediately to ensure the welfare and physical safety of pupils, staff and volunteers/visitors, by evacuating the premises, alerting medical services, police, and/or other emergency services.

Pupils will be reunited with their families as soon as possible. They will only be released once a parent or carer has given permission.

Where it has been necessary to evacuate pupils and staff or volunteers/visitors, they assemble at designated Assembly Point for each premises

If the building cannot be reoccupied following an evacuation, Green Room School pupils will be escorted to a designated safe place. GRW - The Windsor Leisure Centre, GRK - an alternative out building, where a register will be taken.

Where it is deemed necessary, and there is sufficient time, the Heads of School will call a Management Meeting and a Trustee meeting, if necessary to decide on strategy. They will assist in deciding, for example:

- if the school should continue as normal
- if and how the school should be represented at funerals/hospital(s) etc.
- if external support agencies should be invited into the school to deal with possible cases of Post Traumatic Stress Disorder in staff, pupils or volunteers.
- what other support may be necessary for the school, the staff, the pupils or volunteers
- what can be done to help the school/farm as a community to come to terms with the relevant events, etc

Class teachers and support staff will monitor the return of school pupils involved in traumatic events. The Management team will also be aware of the needs of the staff that may have been involved.

Lockdown

In the rare event of a threat inside the school preventing evacuation, a lockdown situation will arise:

Run - to a place of safety. This is better than surrender or negotiation.

Hide - barricade yourself in, turn phone to silent

Tell - Use Green Room Whatsapp to inform staff of situation and dial 999.

Please See Emergency Fire Evacuation Procedure
Please See First Aid Policy
Please See Health & Safety Policy

This policy is approved by the Head of School

Date: _____

Head of School : _____