



Whitehall Primary School

Emergency Procedures Policy

EMERGENCY PROCEDURES

INTRODUCTION

This document gives an overview of the procedures in place in our school for dealing with emergencies during the school day. It should be read in conjunction with our Health and Safety Policy and it should be noted that this document does not contain guidance on the emergency administration of medicines, e.g. Epipens.

For procedures relating to closure of the whole school, e.g. in the event of heavy snowfall, please refer to the *Emergency School Closures Procedure* document.

It is impossible to plan for every possible eventuality and this document contains guidance on a comprehensive, but not exhaustive, list of possible emergencies. Each emergency will be dealt with on its individual needs according to professional judgements made by staff led by the Headteacher, the Deputy Headteacher or a member of the School Leadership Team and, in each case, the safety of our children and staff will be given top priority.

These procedures are not rigid and will be adapted as necessary using the professional judgement of the staff member leading the response.

In the case of all emergencies affecting the whole school staff will be kept informed via briefing sessions following incidents.

OVERVIEW

This document gives guidance on procedures for the following areas:

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INTERNAL PHONES

All classrooms are fitted with internal phones where the school office should be contacted in the case of an emergency (**200 / 201**).

FIRE OR EVACUATION

A fire drill is held once a term.

The Headteacher will decide when a fire drill will take place and will NOT inform any member of staff apart from the Premises Officer who will be given no more than 24 hours notice. Fire drills may take place at any time during the school day, including lunchtimes and assemblies in order to test the effectiveness of the evacuation procedure.

In the event of a fire or other emergency that results in the need to evacuate the school the fire alarm will ring continuously.

Procedures:

- On hearing the fire alarm siren, pupils should stand by their desks with chairs tucked safely underneath.
- Teachers should check their cloakrooms and stock rooms, and, if upstairs, the children's toilets.
- The children should then line up in single file at the exit door in **silence**.
- Children should walk out of school at a steady pace in **silence** through the nearest exit onto the junior playground and line up in single file by their class number at the designated assembly point.
- Teaching Assistants should ensure that all internal doors are closed on their route out of the building.
- The Headteacher & Premises Officer / Maintenance Officer should check all common areas on the ground floor, activity areas, toilets, central stores, staff room and kitchen before leaving and proceeding to the assembly point.
- The Office Manager, after calling the Fire Brigade, should inform the kitchen by telephone and then take the registers and the InVentry evacuation list out onto the playground.
- The Office Manager should account for staff and visitors from the InVentry evacuation list.
- Teachers should conduct a head count of all the children in their class line and then check it. If the number of children is incorrect, the register should be called.
- Visitors should all assemble on the junior playground at the identified assembly point near the ramp.
- Any issues should be immediately reported to the Headteacher.
- No-one is to return into the building until authorised by the Headteacher.

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EMERGENCY EVACUATION PLAN

This is the updated fire/evacuation plan. This may be revised as required.

Evacuation Exit Points:

Evacuation Exit Point	Class
Nursery Back Fire Exit Door	Nursery
Butterfly Room Back Fire Exit Door	SEND group
Class 20 Exit Door	Class 20 Dragonflies
Class 21 Exit Door	Class 19 Ladybirds
Year 4 & 6 Exit Door (Library /Intervention Room)	1,2 & 3 (Yr6), 9 (Yr4) & Class in Computing Hub
Year 4 & 5 Exit Door	7 & 8 (Yr4) and 4 ,5 & 6 (Yr 5)
Year 1, 2 & 3 Entry Door 1 (Ramp)	Class 10 (Yr3),13,14, 15 (Yr2) 16 (Yr1) and Class in the Hall
Year 1, 2 & 3 Exit Door 2 (Steps)	Class 17,18 (Yr1) and 11, 12 (Yr3)

Order of Assembly Points on the Junior Playground:

R,R,R,6,6,6,5,5,5,4,4,4

Opposite the Exit Door 2

N - Nursery

11 – Seals

12 – Penguins

18 - Badgers

17 - Foxes

Opposite the Ramp Exit Door 1

16 - Hedgehogs

2 – Dolphins

2 - Seahorses

2 – Starfish

10 – Polar Bears

V – Visitors

NB:

If there are any children in the mobile ie music lessons or Year 6 groups they would join their class for the headcount/register.

Visitors, including contractors, to assemble on the junior playground at the identified assembly point near the ramp. The ramp on the junior playground to be used for those with disabilities. The Office Manager will take the visitors to the Assembly Point marked V on the playground.

SUSTAINED EVACUATION

In the event of the school remaining unsafe for a prolonged period of time, classes will be led out of the Whitehall Gate one at a time by the class teachers, along Whitehall Road and into Oaklands Special School. NB If the

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Whitehall Gate is blocked, or in harm's way, another route will be decided. This evacuation will be directed by the Headteacher / Deputy Headteacher.

All registers should contain a class contact list in the event of children having to be sent home.

If the evacuation results in the school needing to be closed for the rest of the day, the emergency contact information in the registers will be used in order to contact parents and arrange for them to be collected from Oaklands Special School.

In addition to this, the Headteacher will contact the local radio stations so that an announcement about the school closure can be made.

EXTERNAL THREAT RESULTING IN PUPILS STAYING IN (INVACUATION)

In the event of an external emergency, e.g. a major accident on Whitehall Road, a gas explosion in the immediate area or a terrorist incident, school will be contacted by the local authorities.

This information will be verified by the Headteacher phoning back the person reporting the incident to us in order to confirm their identity and status.

When a major external incident is reported to school, the Headteacher will verify:

- Who is reporting the incident
- The exact nature of the incident
- The potential threat to the staff and pupils in our school
- What emergency services will be in attendance
- Instructions on specific actions our school needs to take
- Contact information for the person reporting the incident
- An approximate timeline for keeping children in school

The Headteacher in consultation with the Deputy Headteacher will then determine the best course of action. This could involve:

- All children to remain in their classes with their teachers and other adults until further notice
- All Year Groups to double up in classrooms at the Key Stage 2 end of school (including the hall)
- All Year Groups to double up in classrooms at the Key Stage 1 end of school
- All classes to come to the hall

Once the decision has been made, the Headteacher and Deputy Headteacher will walk around school and quietly inform staff of the nature of the emergency and what action is to be taken. Once all staff are aware and the necessary action is in place, the Headteacher will contact the LA and inform them of the situation. Whilst this is happening, the support staff should check that ALL external exits in school are locked and secure to prevent unauthorised entry.

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Staff will be kept up to date by the Headteacher / Deputy Headteacher and office staff who will liaise with the emergency services and parents as appropriate.

EMERGENCIES ON THE PLAYGROUND

- In the event of an emergency on the playground, a member of staff on duty should blow their whistle continuously.
- The children should then line up and be instructed to begin leading in.
- The route indoors should be determined by the teachers on duty depending on the location and nature of the emergency.
- A teacher on duty should send a message to the staff room to inform staff of the emergency.
- Class teachers should meet their classes at the door nearest their classrooms and ensure that ALL doors are locked once everyone is inside.

STRANGERS ON THE PLAYGROUND

- If children are out on the playground it is the responsibility of the staff on duty to supervise them and make sure that they are safe.
- If an authorised adult, youth or group of adults or youths are seen on the playground or field, the staff member should use their professional judgement as to how to proceed.
- If the adult is obviously a parent, is lost or is entering the school grounds without reporting to the school office, the staff member should approach them and tell them that they should not be in that area and direct them away from the playground by the nearest exit or to the school office.
- If the staff member believes there is a potential threat to the children posed by the adult / youth, the staff member should inform the Headteacher, Deputy Headteacher, Midday Manager or senior member of staff.
- The children should be taken in from the playground using the *Emergencies on the Playground* procedure.
- If necessary the police will be called.
- If the strangers are pupils from another school, e.g. St. Paul's or the City of Leicester, the school will be contacted and the situation reported.
- No staff member should approach a stranger or group of strangers on the playground if they believe there is a potential threat.

MEDICAL EMERGENCIES ON THE PLAYGROUND

- In the event of a child having an accident or other illness related emergency, e.g. asthma attack, diabetic hypo etc, a first aider should be sent for straight away.
- The Headteacher, Deputy Headteacher or a senior member of staff should also be informed.
- If the emergency services are needed they should be contacted immediately.

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- The office should be informed so that the child's family can be contacted.
- If necessary, the other children should be taken in from the playground using the *Emergencies on the Playground* procedure.

EMERGENCIES DURING LUNCHTIME

- If you need to leave school during lunchtime, please sign out on the InVentry system in case of a fire or other evacuation.
- If there is a fire alarm at lunchtime, all members of staff should report to their class assembly point on the playground and assist with the usual procedure.

CLASSROOM EMERGENCIES

- In the event of an emergency such as an accident taking place in a classroom or work area, staff should contact the school office using the internal phone (200 /201) to ask for a first aider or the Headteacher / Deputy Headteacher depending on the nature of the problem.
- If the accident is serious, the Headteacher / Deputy Headteacher will call the emergency services.
- If necessary, the other children will be evacuated to the hall or another classroom.
- The child's parents will be contacted immediately.
- The first aider will monitor the child until the emergency services arrive.

If a child has a minor injury at school, the class teacher should inform the parent or carer by either speaking to them after school, ringing them or sending home a 'bump note'.

EVACUATION OF DISABLED PUPILS

- The school has developed a Disability Discrimination Act Accessibility Plan which contains the Emergency Evacuation Plan in section 6
- A Personal Emergency Evacuation Plan (PEEP) is in place for any disabled pupils attending the school
- There is an evac chair by the lift on the first floor near the Year 6 classrooms and an evac chair on the first floor near the Year 2 classrooms in the new extension building
- Five members of staff have received Evac Chair Training in March 2024.

DEALING WITH AN AGGRESSIVE PARENT / ADULT

In the event of an adult in school becoming aggressive or threatening to a member of staff, the following procedure should be followed:

- If an aggressive parent or adult approaches you in a classroom or anywhere where children may potentially be present during the school day, send immediately for the Headteacher / Deputy Headteacher or Phase Leader.
- Remain calm, do not raise your voice or attempt to interrupt the aggressor.

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- Explain that you do not think it will be possible to resolve the situation at present and that the parent should make an appointment and come back.
- Explain that you think this matter should be dealt with by the Headteacher and that you will fetch her.
- If the incident happens outside the school day when no children are present, leave the room and report the incident to the Headteacher. The Headteacher will then attempt to remove the aggressor from the classroom and deal with their problem.
- In the event of the parent threatening violence or brandishing a weapon, the Headteacher will inform the aggressor that the police will be called. If necessary, the police will be contacted via 999 and the situation reported. Depending on the individual situation, the Headteacher will determine who will contact the police. If a weapon is produced, the police **MUST** be called immediately.
- No attempt should be made to disarm an aggressive parent / adult. The Headteacher will place themselves between the aggressor and any children or people nearby whilst maintaining a safe distance and positive body language.
- Following the incident the Headteacher, at her discretion, may write to the parent / adult warning them about their behaviour and possibly banning them for a fixed period from entering the school premises. If a ban is given, the LA and police will be informed. School will follow the 'Managing nuisance and disturbance on educational premises – section 547 procedure'.

DEALING WITH AN AGGRESSIVE CHILD

Generally an aggressive child simply needs a change of scene and a chance to calm down away from the rest of the class. This can be achieved by the child being taken for a walk round school or to a calm area by a teaching assistant or a senior member of staff. The following procedure is for children displaying extremely aggressive behaviour.

- If a child becomes aggressive the teacher or staff member should use their professional judgement as to how best to deal with the situation to protect the safety of all involved.
- If the child has a Positive Handling Plan, this should be followed accordingly. If necessary and deemed appropriate, Team Teach restraining techniques should be applied. NB these restraining strategies should only be used where the aggressive child is posing a threat which could result in injury to themselves or others or the damage of property. The restraints should only be used by staff trained in Team Teach.
- The Headteacher, Deputy Headteacher or Phase Leader should be informed and involved if considered necessary.
- The child should be removed from the classroom by the Headteacher, Deputy Headteacher, Phase Leader or Class Teacher if a teaching assistant is available to cover the class. The child should be taken to a quiet space to calm down.

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- If the child poses a threat and cannot be removed, the rest of the class should be evacuated and an adult left in the room to supervise the aggressive child.
- Throughout the incident, maintain a calm and positive voice and despite the number of adults involved, only one should speak throughout.
- If the child brandishes a weapon, the other children must be immediately evacuated from the class whilst the Headteacher, Deputy Headteacher or senior member of staff positions themselves between the aggressive child and the others until they are safely removed.
- There should then be an attempt to disarm the child **VERBALLY** by asking them to put the weapon down, explaining the consequences etc.
- If there is a clear threat the police must be contacted immediately along with the child's parents.
- Once the situation is resolved, the child will be the subject of our Behaviour Policy, the parents will be fully involved and if necessary an exclusion will be given.

EMERGENCIES ON A SCHOOL TRIP

When planning a school trip, the following points need consideration:

- EVOLVE Risk Assessment form should be completed and emailed to the Education Visits Coordinator who will then email it onto the Headteacher for approval
- When booking a coach for a trip, make sure that it is fitted with seat belts
- A pre-trip visit should be made by one of the teachers to determine any health and safety issues
- The office should be made aware of the names of ALL the adults going on the trip
- On the day of the trip, a completed register should be sent to the office so that the names of all children going out of school are recorded
- Teachers should note the number of children so that they can be checked throughout the day
- At least one adult on the trip should carry a school mobile phone which is left switched on – the number with the school office. They should also make sure that they have the school's phone number and the numbers of both the Headteacher and Deputy Headteacher's mobile phones

In the event of an emergency whilst on a school trip, the teachers should work together to determine an appropriate course of action, including the use of emergency services.

School should then be contacted to inform us of the situation and what action has been taken. The school office will then, if appropriate, contact parents and inform them of the situation.

In the event of a serious emergency, the Headteacher will contact the LA.

OUTBREAK OF CONTAGIOUS DISEASES

The following procedure should be followed in the event of a suspected outbreak of a contagious disease or illness, e.g. TB, meningitis etc:

- Adults suspicious of a child's health or have a parent inform them of a contagious illness should report it immediately to the Deputy Headteacher or Headteacher.
- If the child is in school the parents should be contacted and the child sent home immediately.
- If the child becomes very ill and the emergency services are judged to be needed, they should be contacted immediately along with the child's parents.
- The Deputy / Headteacher will then liaise immediately with the child's family and investigate the extent, if any, the potential threat to the health of the school community.
- If appropriate, contact will be made with the Communicable Diseases Unit at the Leicester Royal Infirmary and their advice will be followed over the necessary action.
- The school nurse will also be contacted so that family support can be offered.

COVID

- Advice to be sought from the Local Public Health Team as necessary.

CHILDREN LEAVING SCHOOL WITHOUT PERMISSION

Our school should be secure during the day with all external doors locked and the main entrance door controlled by the security lock. This should prevent any child attempting to leave school without permission. However, in the event of a child being discovered missing, the following procedure should be followed:

- The class teacher should check with the office that the child has not been sent home ill or has been collected by a parent for a dental appointment etc.
- The class teacher or teaching assistant should report the missing child to senior management and, if necessary, a search should be conducted of toilets, stock rooms and other classrooms in school and the school grounds.
- The parents of the child concerned should be contacted in order to find out whether the child has arrived at home. If the parents are not at home, the Headteacher will go round to the address to see if the child has arrived. Whilst this is going on, the office will attempt to contact family via other emergency contact numbers.
- All staff will also be informed via memo taken round by a member of staff in case anyone has relevant information.
- If the child has not been found and the parents are also unaware of the child's whereabouts, the police will be informed by the Headteacher.
- When the child is discovered and the emergency resolved, a full investigation should be held in order to discover how the child was able to leave school in the first place and why the child left.

UNCOLLECTED CHILDREN

In the event of a child not being collected by their parents at the end of the day:

- Reassure the child that all will be well and that the parent has probably been delayed.
- Attempt to contact the parent using the contact information stored in the office. Always remember to leave a message on an answer phone if no-one answers.
- If necessary, attempt to contact another member of the family using the contact information.
- Ask the child for any details that would aid contacting their parent, e.g. where they work, mobile phone numbers etc. Ask the child if they have any family in school, e.g. cousins, this may produce additional contact information.
- Keep trying the home number in case the parent has arrived home and not got any messages left.
- If a child is uncollected by 3.30pm the child may be taken to the After School Club where a charge may be incurred.
- If the contact information is out of date, do not let the parent leave when they finally arrive without updating our records.
- In the event of no parent arriving before 6.00pm and the closure of the school, a member of senior management should inform social services of the situation and take their advice.

RODENT INFESTATION

Any staff member suspecting that there may be rodents on the premises should immediately report it to the Premises Officer and the Headteacher.

- The Premises Officer will then immediately contact Pest Control for them to attend school and carry out an investigation and take action.
- Following the incident, the Premises Officer should ensure that any area in school affected is thoroughly cleaned and is safe for children and staff.
- In the event of extreme cases of rodent infestation, the Headteacher or Deputy Headteacher will liaise with the Premises Officer, Chair of Governors, Pest Control and the LA Health and Safety Department on the appropriate course of action.

HEALTH AND SAFETY

Anything considered to be a health and safety risk, including loss of power, should be reported to either the Headteacher or Miss M Chopdat, the health and safety representative.

Any member of staff planning a school trip should complete the online EVOLVE risk assessment which should then be forwarded to Mrs J Ruprai (Education Visits Co-ordinators) and to the Headteacher for approval.

LIFT FAILURE AND EMERGENCIES

The lifts are monitored 24 hours by Remote Elevator Monitoring (REM). If there is a lift failure or emergency ie the car stops between floors, please press the alarm button and you will be in direct communication with assistance.

APPENDIX A

PROCEDURE FOR SCHOOL KEY HOLDERS

The following personnel are designated key holders for the school:

- Security Company
- Premises Officer
- Headteacher
- Deputy Headteacher
- Health and Safety Coordinator

In the event of one of the key holders being contacted by either the security company, police or the alarm company the following points should be determined:

- The nature of the emergency
- Are the police aware / in attendance?
- Have any of the other key holders been contacted?

The key holder should insist the police are made aware of the call-out and should be in attendance for support. If necessary, the key holder should attempt to contact another key holder for further support.

In the event of a key holder wanting to enter the school out-of-hours, but not in an emergency, e.g. at a weekend, the following procedure should be used. This is designed to protect a lone member of staff in school on their own in case of an accident.

- The key holder should inform the Headteacher or a member of the School Leadership Team of their intentions at least 24 hours in advance.
- In the event of a 'last minute' visit to school, the Headteacher should be notified. This could be done via a text message on a mobile phone. The Headteacher will respond to acknowledge receipt of the message. If no acknowledgement is received, the staff member should attempt to contact another key holder. If no key holder can be contacted, the staff member is not authorised to enter school.
- Once the key holder has left school, they should inform the Headteacher that they have left school safely. Again, this could be done via a text message on a mobile phone and will be acknowledged.

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APPENDIX B

EMMERGENCY CONTACT NUMBERS

CORPORATE HEALTH & SAFETY TEAM
corporatehealthandsafetyteam@leicester.gov.uk

0116 454 4300

CORPORATE HEALTH & SAFETY MANAGER
Victoria Deacon on 0116 4544067

PRINCIPAL HEALTH & SAFETY ADVISOR
Vince Taylor on 0116 4544311

HEALTH & SAFETY EXECUTIVE
www.hse.gov.uk 0845 300 9923

LEICESTERSHIRE CONSTABULARY
0116 222 2222 or 999 in an emergency

LEICESTERSHIRE FIRE & RESCUE
0116 222 2222 or 999 in an emergency

WHITEHALL PRIMARY SCHOOL OFFICE
0116 2413087

LOCAL AUTHORITY PUBLIC HEALTH TEAM:
publichealth@leicester.gov.uk