



ELMSLEIGH INFANT AND NURSERY SCHOOL CRITICAL INCIDENT MANAGEMENT PLAN

Date of issue	March 2024	Date of next review	March 2025
Person responsible for updating this plan	Ellen Collins		
Ratified at LGB	March 2024		

Copies of this plan are held by:

NAME	DESIGNATION
Ruth Samme	School Business Manager
Ellen Collins	Deputy Headteacher
Laura Mansfield	Assistant Headteacher
Scott Goodfellow	Premises Officer
Elisha Flamson	Communications and Office Co-ordinator

INTRODUCTION

This plan has been prepared and agreed by the staff and Governors of Elmsleigh Infant and Nursery School to assist in dealing with an emergency situation that affects the school community.

This plan relates to an event which may involve:

- the safety of children and/or staff
- the school premises
- a serious accident involving children and/or school personnel on or off the premises (or contractors working on site)
- the death of a child, staff member, visitor, contractor or governor
- a violent intrusion onto school premises (e.g., an armed intruder or a bomb alert)
- Someone driving a vehicle into persons entering or leaving the school
- extensive damage to school premises
- cyber-attack disabling systems or resulting in a significant loss of information.
- the release of hazardous substances near or on the school site
- a crisis which might affect the public reputation of the school

It also considers where the headteacher believes that the school will benefit from receiving additional support or, where the community in which the school is based is affected by an emergency.

The school emergency plan aims to:

- maintain the safety of, and provide support to, all children and staff affected by an incident
- maintain the normal running of any parts of the school not affected
- return the whole school to normal as soon as possible

The plan provides generic guides to actions that should be considered by the headteacher, their nominated deputy, and the critical incident management team (CIMT) in case of an emergency in school or the local community, or on an educational visit.

The plan covers procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.

Important Action Points

- Review the plan and its content at least once each year or sooner if there are staff contact detail changes
- Keep the plan up-to-date regarding personnel
- Ensure staff know their roles and account for change in staffing
- Keep the school's contact list near to the phone in case it becomes necessary to activate the plan

ACTIVATION

Information about an incident may come from a staff member, pupil, parent, the emergency services or the local authority.

Whoever receives the alert should ask for, and record, as much information as possible:

Name of the person informing of the incident	
Details of the incident	
Who else has been informed (eg emergency services etc)	
Exact location of the incident	
Details of any casualties	
Any action taken so far	
Name of contact at the scene	
Number of contact at the scene	
What assistance is needed	

Using the ETHANE format would give you:

Exact location (what is the exact location or geographical area of the incident)	
Type of incident (what kind of incident is it)	
Hazards (what hazards or potential hazards can be identified)	
Access (what are the best routes for access and egress)	
Number of casualties (how many casualties are there, and what condition are they in)	
Emergency services (which, and how many, emergency responder assets and personnel are required or are already on-scene)	

You would also still need to collect the name of the person reporting the incident and contact details

Immediately inform the Headteacher or Deputy/nominee

Responsibilities/Checklist of Initial Action by Headteacher or Nominee

RESPONSIBILITIES

- take charge of events
- draw up an action plan for the specific incident
- delegate responsibilities and give task sheets to the chosen person
- consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents/carers, general enquiries and the media
- establish a crisis team meeting place, close to the incident control point

Action to be taken	✓ when complete
Ascertain details of incident	
Take immediate action to safeguard pupils and staff where necessary	
Alert relevant emergency services (Police, Fire, Ambulance) via 999 system	
Be prepared to give the following information: <ul style="list-style-type: none"> • Emergency Service(s) required • Exact location of the incident • Type of incident • Hazards which may be encountered by the Emergency Services at the site • Access - routes safe to use and access to incident 	

<ul style="list-style-type: none"> • Number of casualties • Level and severity of injuries • Location and telephone number where call is being made from 	
Log all communications and actions	
<p>Notify:</p> <p>Derbyshire Emergency Planning Team Office hours: 01629 538364 Out of office hours: 01629 533085 (ex-dir) Ask for the Duty Emergency Planning Officer</p> <p>THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY - DO NOT GIVE THEM TO THE PRESS, PARENTS/CARERS OR PUBLIC</p> <p>THE EMERGENCY PLANNING TEAM CAN PROVIDE RESOURCES TO ASSIST DURING EMERGENCIES</p>	
Assemble a critical incident management team from pre-identified staff	
Refer to the list of emergency contact numbers in Appendix 1 for additional support if required	
Where possible, avoid closing the school and try to maintain normal routines	

Critical Incident Management Team (CIMT)

The CIMT will comprise:

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Chair of Governors (where contactable/available)
- (Others as determined by school e.g., IT Support Provider and/or Data Protection Officer/ Health, Safety & Wellbeing Team representative)
- Business support/admin to record key decisions and notes

Base for Critical Incident Management Team

The base for the CIMT will be the Headteacher's office where it is still possible to use this. The reserve on-site location will be the staffroom. In cases where it is not possible to use the school premises as a base, the CIMT will make use of Springfield Junior School.

NB: (In schools where it is not possible to designate a base for the CIMT, contact should be made with Esteem's Emergency Planning Team who can help to arrange temporary accommodation, where necessary).

IMPLEMENTATION

Headteacher or Nominee

Action to be taken	✓ when complete
Ensure that accurate, factual information is available for those arriving at the scene	
Liaise with the local authority, police, fire and ambulance services, and other agencies who may become involved	
Act as the main contact to co-ordinate the response	
Inform the chair of governors	
Inform all staff, and parents/carers of injured pupils	
Decide how to inform other parents/carers of injured pupils	
Ensure all staff maintain a log of actions and decisions	
Allocate tasks to members of the CIMT as appropriate	
Provide regular briefings for staff	
Continue to liaise with the local authority and the emergency services	
Try to maintain normal routines as far as possible	
Inform staff involved to prepare a written report of their involvement, noting events and times	
Inform the LA health and safety consultant 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 (Esteem Central Team) should be informed by the quickest practicable means in line with the departmental accident reporting guidance.	
Continue to allocate tasks to members of the CIMT as appropriate	

Safety and Welfare

Action to be taken	✓ when complete
Secure the immediate safety of pupils and staff - this may include evacuation or keeping pupils and staff inside the building (sheltering)	
Establish the location of all pupils, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for	
Establish a staff rota and ensure that staff take regular rest periods	
Identify those pupils and/or staff who are badly affected, and who need extra support	
Make arrangements for reuniting pupils with their parents/carers	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities	

Communications

Action to be taken	✓ when complete
Consider emergency communications needs	
Dedicate lines for incoming and outgoing calls and arrange extra support for reception. Line to be used for incoming calls only: Line to be used for outgoing calls only:	
Arrange for the staffing of switchboard/telephone	
Inform pupils, in groups as small as practicable, considering the best way to impart worrying or tragic news (advice is available from the educational psychology service)	
Inform parents/carers of children not directly involved in the incident, as decided by the headteacher or nominee - use any existing arrangements for contacting parents/carers quickly and efficiently	

Receive visitors to the school, ensuring they sign in and out and are issued with identification badges	
Ensure that staff are fully briefed on facts and are aware of what information can be released	

Media

Action to be taken	✓ when complete
Ensure that any media access to the site, staff and pupils is controlled In a major emergency, the police will deal with the press and prevent access to the school	
Liaise with and co-operate with the media and to answer their queries, as appropriate	
Liaise with the LA communications division to prepare a press statement, to be agreed by the headteacher and Executive Director of Children's Services, and to decide the ongoing strategy for dealing with the press	
Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones/social media (see note about support available from the county council's Crisis Communications Service above in 'Media relations')	
Provide basic information about the school (see Appendix 2)	
Be prepared to be interviewed by the press if necessary and agreed	
Liaise between the press and those affected about interviews - seeking permission from parents/carers/guardians of any students involved in interviews. Any students involved in interviews should be supported	

Advice for Official Spokesperson(s)

- ✗ DO NOT speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact
- ✗ DO NOT give any fact unless you are certain it is correct
- ✗ DO NOT say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later
- ✗ DO NOT be afraid to say "I DO NOT KNOW"
- ✓ DO have the confidence in yourself and your command of the situation to take a positive attitude towards the media

- ✓ DO inform the Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately.
- ✓ If you know that everyone is safe and well, or those parents/carers of injured children have been told - say so as soon as possible - it stops other panicking.

NB: PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS/CARERS AND THEN ONLY WITH WRITTEN PERMISSION FROM PARENTS/CARERS

Resources

Action to be taken	✓ when complete
Ensure access to site for emergency services	
Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary	
If water/gas/electric has been turned off ensure staff and pupils have access to bottled water, are warm enough and are as comfortable as possible if it is envisaged they will be in one location for some time	
Ensure the security of the school premises	
Establish a safe and secure base for the CIMT	
Check that all available communications and office equipment are working (phones, scanner, copiers), in: <ul style="list-style-type: none"> • School Office • CIMT Base • CIMT Alternative Base 	
Arrange a place to receive parents/carers and children involved	
If necessary, evacuate the building in accordance with the School Fire Procedures	
Ensure that parents/carers do not take students away, unless directed to do so	
Consider relocation to other premises	

All other teaching and non-teaching staff

Action to be taken	✓ when complete
Respond to instructions given by members of the Critical Incident Management Team	
Be ready to respond to any potential hazard in and about the site	
Maintain a calm atmosphere	

Give only the information agreed and do not speculate. Do not post on social media about the incident.	
Do not speak directly to the media but refer all enquiries to the Headteacher or other person designated as being responsible for contact with the media	

EMERGENCIES DURING EDUCATIONAL VISITS

The Emergency Contact (member of senior leadership) should be informed by the visit leader as soon practicably possible

Initial Action by Headteacher or Nominee

- Maintain a written record of your actions using this check list and attached log sheet
- Offer reassurance and support.
- Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.
- Find out what has happened. Obtain as clear a picture as you can - who informed you of the incident? (Usually the group leader)
- Remind the visit leader to follow the checklist or Emergency Action Card for visit leaders on educational visits (see Appendix 7/ or OEAP Emergency Action Card <https://oeapng.info/download/1252/>)
- Remind the visit leader that restricting student phone use may be necessary
- Record the details of the off-site activity/visit during which incident occurred

Location and nature of activity/visit		
Name of person in charge of visit		
Telephone number(s)		
Number of people on the visit	Pupils	
	Teachers	

	Other adults		
Date and time of incident			
Location			
What has happened?			
People affected	Name	Injury	Where they are / will be taken
Emergency Services involved and advice they have given			
Names and locations of hospitals involved			
Arrangements for pupils not directly involved in the incident			
Name of person in charge of your group at the incident			
Telephone Number(s)			

- Depending on the scale of the incident, consider assembling a CIMT to assist with the response

Initial Action List for CIMT

- 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 for reception.
- Immediately inform parents/carers of any injured pupils of what has happened and where their son/daughter is, recording what their plans are, eg to travel to their son/daughter, any assistance they need and any means of communications with them (eg mobile phone number).
- 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/carers of any other pupils on the visit but not directly involved in the incident.
- Parents should first hear of the incident from the school (or from the visit leader), not from hearsay or from the media. This may be difficult as students on the visit will have mobile phones and social media access. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.
- Ensure that staff are fully briefed on facts and are aware of what information can be released
- Inform the chair of governors/trustees.
- Contact the local authority: Derbyshire Emergency Planning Team

Office hours: 01629 538364

Out of office hours: 01629 533085 (ex-directory)

Ask for the Duty Emergency Planning Officer

Contact the Chief Operating Officer at Esteem:

Tel: 01623 859749

Mobile: 07500 222476

THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY - DO NOT GIVE THEM TO THE PRESS, PARENTS/CARERS OR PUBLIC

Support available from the Emergency Planning Team could include:

- assistance at school or at the site of the incident by local authority officers, and/or others
 - communications support, including public telephone helpline where appropriate
 - help with arranging travel and transport between the incident, parents/carers and the school help with media management, including press statements and interview briefing
 - for an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc
- if necessary, introduce controls on school entrances and telephones
 - at least initially, the school is advised to avoid responding to media enquiries and direct these to the public relations division
 - liaise with the public relations division as early as possible, and work with them to prepare a press statement
 - arrange a quiet space to receive parents/carers of the children involved as they arrive at the school

Medium term actions/considerations

- If the visit is abroad, and the incident results in substantial medical or other expense, the risk management section at County Hall or any other insurers used should be informed as soon as possible
- Inform pupils and staff at school and their parents/carers. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/carers/next of kin are informed
- In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards
- Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones)
- Inform all staff involved to prepare a written report noting events and times. Inform the LA Health and Safety office 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

POST INCIDENT CARE AND SUPPORT

Post-incident care is aimed at helping individuals to understand their feelings following an emergency and to identify sources of future support. The overall aim of the support is to help people in a way that will reduce the possibility of them developing post-traumatic stress disorder.

It is worth giving some thought to how the topics of loss, bereavement, risks/safety and change are covered in the curriculum. Schools where these topics are discussed openly, and treated as normal life events, are likely to find it easier to cope when a difficult or tragic incident occurs.

Remember to consult with parents/carers following an incident. It is important to communicate with parents/carers of pupils who have been involved and ensure that their needs and wishes are taken into account.

STAND-DOWN AND RECOVERY

Recovery Plan Checklist

As soon as possible after the emergency:

- Liaise with parents/carers regarding plans for attendance at funerals
- Liaise with parents/carers regarding plans for attendance/representation at memorial services
- Arrange debriefing meetings for staff and pupils
- Arrange debriefing meetings for the headteacher and CIMT
- Identify and support high-risk pupils and staff
- Promote discussion of the emergency in class
- Consider the need for individual or group support
- Help affected pupils and staff to come back into school
- Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt

In the longer term:

- Consult and decide on 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 pupils and staff who are affected
- Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school
- Remember to make any new staff aware of which pupils were involved and how they were affected

APPENDICES

APPENDIX 1 - CONTACTS

This section should include contact details for all members of staff, so that if an emergency happens out of school hours, all staff can be contacted. During school holidays it may be useful to be aware of when key staff are away, so that it is possible to gain access to the building if required in an emergency. Some general external contacts are included, but you will need to add contacts specific to your school (eg school bus company).

It may also be used to outline the system used by the school for contacting parents/carers.

This section of the plan is likely to need regular update and review, for example at the start of each term.

APPENDIX 2 - COMMUNICATIONS

Communications systems are put under enormous pressure in the immediate aftermath of an emergency, but are vital to ensuring a well-managed response. You should:

- Identify any lines not generally known to the public (kitchen phone, mobile phones).
- Be aware that in a power failure, a powered switchboard system may not work (a telephone plugged into the first phone point coming in from the exchange should provide a useable line). The location of this telephone point should be identified in the emergency plan.
- An early decision should be made about how to inform parents/carers (in the case of a fatal incident, the police will normally inform the parents/carers of the child or children involved)

APPENDIX 3 - BASIC INFORMATION ABOUT THE SCHOOL

You may find it helpful to prepare some basic information about the school which could be used in the event of a major incident.

APPENDIX 4 - EMERGENCY SCHOOL CLOSURE

The decision to close a school is usually made by the headteacher and governors. Where possible, headteachers and governors are encouraged to seek advice before taking the decision to close a school.

The emergency closure procedure for schools is available on SchoolsNet. You should refer to this procedure when producing your plan.

An agreed method of informing parents/carers and other organisations (eg bus companies) of the closure should be included in your communications section.

APPENDIX 5 - SPECIFIC HAZARDS AFFECTING SCHOOL SITE

If there are specific hazards or risks associated with your school, outline any information and special procedures relating to the risks here. This may include:

- the release of hazardous substances near or on the school site (eg Chemical Site)
- nearby streams or rivers that may flood
- hazards within the school (eg chemical stores)
- difficulties relating to the school itself (eg split-site, communications problems).

APPENDIX 6 - EVACUATION AND SHELTER PLAN

This is one of the most important sections of the plan as it outlines the initial actions that should be taken to safeguard pupils and staff, both from internal and external hazards. All staff must be aware of these procedures, as warning signals may need to be triggered immediately, before advising others of the threat.

Your evacuation plans should include information about what route to take and what assembly point to use in the case of a bomb threat, as these may need to be different from those used for other types of incident (eg fire).

It is equally important to have pre-planned arrangements for signalling the need for sheltering (keeping pupils indoors and close doors and windows) in the event of an external hazard, and signalling lockdown of the school in the event of an intruder.

APPENDIX 7 - CHECKLIST FOR GROUP LEADERS ON EDUCATIONAL VISIT

Checklist to be followed by the group leader if an incident occurs on an educational visit.

APPENDIX 8 - INFLUENZA PANDEMIC PLAN

The Department for Education sector-specific guidance for schools is currently under revision. However general guidance has been prepared by the Cabinet Office and is available here:

<https://www.gov.uk/guidance/pandemic-flu>

APPENDIX 9 - BOMB THREATS AND SUSPECT PACKAGES

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that office staff know what questions to ask if they do take a call from someone claiming to have information about a bomb. The bomb threat prompt card gives questions to ask and immediate actions to take in this situation. Staff should be familiar with this information, and preferably have a copy to hand near the telephone.

Equally important is dealing with suspect packages - in most cases the package turns out to be a hoax or genuine mistake, but it is better to take all appropriate

precautions if a suspicious letter or package is received. Any member of staff who may deal with incoming mail in the school should be aware of the guidance.

APPENDIX 10 - OTHER SERVICES USING THE SCHOOL SITE

Use this section to record any separate emergency procedures for other services using the site (eg play schemes, after-school clubs etc) or any additional arrangements relating to extended services at the school.

APPENDIX 11 - LOG KEEPING

Any emergency affecting a school may afterwards become the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Records may also be in the form of a recording made via a CCTV camera, a telephone or on an answer machine. The records should be retained after the incident for future reference.

APPENDIX 12 - TRAINING AND EXERCISING

In order to carry out the procedures outlined in your plan, awareness raising and training should be carried out within the school. All staff that has a role in the plan should be aware of the full scope of the plan and their roles and responsibilities. Staff who may not be part of the response to an emergency should still be aware of the content of the plan, particularly the section on evacuation and shelter.

Exercising your plan is equally important, especially emergency procedures such as:

- Fire drill
- Bomb drill (if arrangements differ)
- Shelter drill
- Lockdown drill

APPENDIX 13 - BUSINESS CONTINUITY

Business continuity planning is the process involved in ensuring that a business or organisation can continue with its critical functions after a disaster or emergency. In the case of schools, one of these functions is to continue pupils' education. You therefore need to think about what is required in order to continue this function and what vital records or data you may need to duplicate or back up.

APPENDIX 1 – CONTACTS (CONFIDENTIAL TO CIMT ONLY)

This should be updated in response to changes and reviewed annually

School Staff Identified for Incident Response

Name	Designation	Home telephone	Mobile phone	Keyholder

Other School Contacts (use All Staff email)

External Contacts

Organisation	Contact No
Entrust Health and Safety consultant	ENTRUST Allison Dawson – 01785 355777
DCC Health and Safety consultant	DCC Dave Newbury 01629 535740 07807 189423
Emergency Planning Team Ask for the Duty Emergency Planning Officer THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY - DO NOT GIVE THEM TO THE PRESS, PARENTS/CARERS OR PUBLIC	01629 538364 (office hours) 01629 533085 (ex-dir) (Out of hours)-DCC ESTEEM – 01623 859749
Communications team /	Maxine Day mday@esteemmat.co.uk 01623 859886 07411309018
Communications team	Core office hours (9am-5pm): Email: news@derbyshire.gov.uk Out of hours (NB: not to be given to journalists): Assistant Director of Communications - Julie Odams: 07989 216110 or Head of Communications - Ceri Davies: 07708 012835
Data Protection Officer	John walker 0333 7729763
Risk Management section	Mandy Lee

	alee@esteemmat.co.uk
Chief Operating Officer	01623 859749 (Mandy Lee) 07544 915434
off-site insurance emergency number	
Local radio	Radio Derby – 01332 361111
School bus company	Bagnalls coaches – 01283 551964
IT Support Provider	Adrian Foster 01623 859886 / 0757 2373960
Esteem Development team officer	Michael Lucas mlucas@esteemmat.co.uk 07983238617

APPENDIX 2- COMMUNICATIONS

This section should include:

<ul style="list-style-type: none">• how members of staff can be alerted in the first instance without alarming pupils unnecessarily
<p>Continuous alarm will ring xxxxx xxxxxx xxxxxx xxxxxx xxxxxx</p> <p>Email will be sent out immediately through 'All staff' email group.</p> <p>Word of mouth from the office admin team starting at either end</p>
<ul style="list-style-type: none">• ID for Headteacher/Senior Management Team - visitors to site may not be familiar with all senior staff or the layout of the building.
<p>All staff will be wearing ID</p>
<ul style="list-style-type: none">• phone numbers and locations of designated phone lines for incoming and outgoing calls
<p>School phone number: 01283 216883</p> <p>Phone lines are in:</p> <ul style="list-style-type: none">• School Office (2 lines)• Rear office behind school office (Hannah's hideout)• Headteacher's office• Room at the back of the hall (Hub)• Assistant Headteacher's office• Rainbow classroom• Reception classroom• Nursery classroom (Busy Bees) <p>Callswitch is in operation for the office team to answer outside lines on their mobile phones.</p>
<ul style="list-style-type: none">• location of first telephone point from the exchange (in the event of power failure this may provide a useable line when a powered switchboard system may not work)
<p>School office</p>
<ul style="list-style-type: none">• how school will communicate with parents/carers when:<ul style="list-style-type: none">○ an emergency happens during the school day
<p>School communication:</p>

<ul style="list-style-type: none"> • Email • Class dojo
<ul style="list-style-type: none"> • how school will communicate with parents/carers when: • an emergency happens before or after the school is open, at weekends or in school holidays
<ul style="list-style-type: none"> • Email
<ul style="list-style-type: none"> • how the school will communicate with companies affected by a school closure or emergency, both during the school day and outside school hours
<ul style="list-style-type: none"> • Email
<ul style="list-style-type: none"> • numbers of local radio stations and procedure
<p>Radio Derby – 01332 361111</p>
<ul style="list-style-type: none"> • instructions on how to set the school answer phone to answer only and set a pre-recorded message, both if you are at the school and remotely if the school cannot be accessed
<p>Not required</p>

When parents/carers hear of a problem, they will naturally come to the school for information. You may need to identify a space where parents/carers can be seen in groups or on an individual basis where tragic news can be shared in a considerate way. A staff member or trusted adult from the school community may need to be on hand to receive visitors and deal sensitively with their enquiries.

Other methods of informing parents/carers could include:

- Notices on the school website
- Letters
- Notices on the school gate/fence

Internal Communications

It is important to establish mechanisms for informing staff of developments. This could be through morning briefings. It is also important to debrief all staff involved at the end of each working day/shift. Ensure that information is recorded and shared.

All forms of communication will be emailed out on the 'All Staff' email group.

APPENDIX 3 - BASIC INFORMATION ABOUT THE SCHOOL

Basic information	
Name:	Elmsleigh Infant and Nursery School
Address:	Queens Drive, Swadlincote DE11 0EG Derbyshire
Telephone:	01283 216883
Age Range:	3-7
Number of pupils:	144
Map of surrounding area:	include in file
Photographs:	www.elmsleighinfantschool.co.uk
Plan of School:	include in file
Details of Senior Staff	
Headteacher:	Karen Burton
Deputy:	Ellen Collins
Assistant Headteacher	Laura Mansfield
School Business Manager	Ruth Samme
Details of Governors	
Chair of Governors:	Rachel Rayner

Vice Chair of Governors:	Vacancy
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APPENDIX 4 - EMERGENCY SCHOOL CLOSURE

Guidance on this subject has been issued by the Children's Services Department and can be found on SchoolsNet.

You should refer to this guidance when completing this section for your school.

Please remember that in any wide area emergency closing a school can have a knock-on effect with other key services as parents/carers would have to take time off to look after their children. Although the health and safety of pupils/students and staff is paramount, headteachers should also take this into account.

School Closures

Derbyshire County Council is implementing a new system to make it as easy as possible for you to tell the people it affects if your school has to close for the day.

The new system will cut down the amount of time you spend on the phone to radio stations. An email to Derbyshire County Council will trigger a process through which a list of schools which are closed will be published on our website. The media, including radio stations, will also be alerted.

These instructions provide a step-by-step guide to using the new system.

Problems or questions

If you have any problems using our system or you have any questions or suggestions, please email econtent@derbyshire.gov.uk.

1. Sending a closure notification

To send Derbyshire County Council a notification that your school is closed, follow the steps below.

It is very important that you follow these instructions exactly so that details of your closure will be displayed correctly on Derbyshire County Council's website and passed on to radio stations, other media and subscribers to our email service.

The information you send us is only valid on the day it is submitted. You cannot submit closure notices in advance of the day your school is closed. If your school is closed for more than one day, you will need to submit a new closure email each day.

Only send one email, from one of your authorised email addresses, so the notification is not duplicated on our website.

Start a new email and add the following information

To	send-UKDCC.UKDCC_3080@request.govdelivery.com	This is an unusual email address, but it is very important that you enter it exactly as shown
Subject	Your school's name, eg Blackwell Primary School	Please do not include anything else apart from the name of your school in the email subject
Message	Include details of the closure here, eg School closed due to bad weather OR We are open for years 5 and 6, but closed for all other years groups. END OF MESSAGE	Please do not include links to other websites or email addresses and keep it brief, preferably no longer than 30 words. At the end of your message, please include the words END OF MESSAGE. This must be in capital letters. Finally, remove any signatures or footers you usually send out with your emails.

22 November 2011

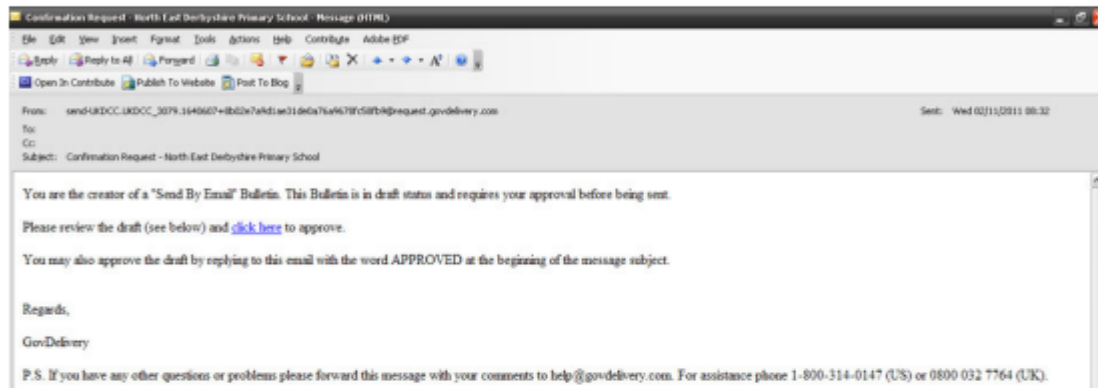
Send your email

Send your email in the usual way.

Confirm your notification

You will receive a confirmation request email from GovDelivery within a few moments of sending your email. GovDelivery is the name of the company that provides this service on behalf of Derbyshire County Council. This confirmation request is sent for security reasons to verify that the notification is a genuine one, and was made by you. Please follow the instructions in the email and click on the link as requested.

This email will look similar to the one below.



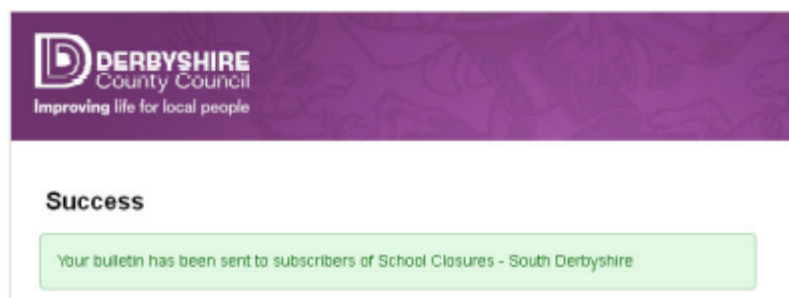
If you don't receive this confirmation request email within a few minutes:

- Check your 'spam' or 'junk' folders to make sure the email has not been delivered there
- Double check that you sent the email from one of the authorised email addresses for your school. The system will not accept any requests from email addresses that have not been registered with us as part of setting up this new system.

Contact content@derbyshire.gov.uk if you are still having problems.

Confirmation

When you have clicked on the link in the confirmation request email, you will then be taken to a confirmation page to show that your notification was successful. This confirmation message will look similar to the one below.



Sending updated information

You can send as many updates as you need to throughout the day your school is closed. Just repeat the steps above if your school's situation changes.

The information you send us is only valid on the day it is submitted. You cannot submit closure notices in advance of the day your school is closed. If your school is closed for more than one day, you will need to submit a new closure email each day.

At the end of each school day, we will clear the system and remove all closures notices.

2. What happens next?

Once we have received your email confirmation, we will publish your school closure information immediately on our website. It will be published first on the webpage which lists schools that are closed in your district, eg www.derbyshire.gov.uk/education/schools_colleges/school_closures/southderbyshire/

A few moments later, we will publish it on the webpage which lists all schools in Derbyshire which are closed: www.derbyshire.gov.uk/schoolclosures.

The information will then be emailed to anyone who has signed up to Derbyshire County Council's email service and has requested alerts about school closures. At busy times when many schools are closed, such as during bad weather, we will regularly email subscribers a summary of all schools which are closed.

We will also publish this information through our social media channels and Mobile Derbyshire, a version of our website optimised for use on smart phones.

Additionally, we have asked the media such as local radio stations to use our RSS feed to publish the information directly to their own websites. Radio stations can then broadcast this – and you do not have to make a separate phone call to inform them.

You may also wish to publish closure information through your own channels such as your school website, social media or text messaging service.

3. Adding and removing email addresses

You can set up additional authorised email addresses, for example for other members of staff who have the responsibility to close the school.

To request additional authorised email addresses for your school, email econtent@derbyshire.gov.uk with the following information:

- The full name of your school
- Your DFE number
- The extra email address(es) you would like to register.

Please remember to only send one email from one of your authorised email addresses to inform us when your school is closed. This will ensure that the notification is not duplicated on our website.

Removing addresses

To remove an email address, eg if a member of staff leaves, email econtent@derbyshire.gov.uk with the following information:

- The full name of your school
- Your DFE number
- The email address(es) you would like removed.

We will then no longer accept school closure information from this email address.

APPENDIX 5 - SPECIFIC HAZARDS AFFECTING SCHOOL SITE AND HAZARD ASSESSMENT

This section should include:

- an up-to-date, detailed plan of the school, showing location of cut-off valves and switches for gas, water and electricity, and information on the drainage system
- details of how to reset the fire alarm system
- alternative access points in case of road closure, and emergency access to the school buildings
- school telephone number, fax number, and details of any additional telephone numbers (including mobiles) that could be used
- any specific difficulties and procedures relating to the school site (eg split-site, communications difficulties)
- specific information relating to any hazards on the school site, including:
 - the location of chemical stores and any radioactive materials stored on site
 - details of hazards such as asbestos in the fabric of the buildings, if known
 - the location of oil tanks or other fuel storage arrangements
- specific information and procedures relating to any external hazards that could affect the school, for example:
 - nearby industrial facilities or chemical sites
 - rivers or streams which pose a flooding risk to the school (look at the Environment Agency website for flooding information and guidance on preparing a flood plan for your school)

Appropriate storage/access to all this information needs to be considered so it is accessible to emergency services in the event of a fire.

APPENDIX 6 - EVACUATION AND SHELTER PLAN

See A3 print-out for Evacuation plan in Appendix 13

Emergency Procedure at Elmsleigh

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practiced at least once a half term.
- The fire alarm is a loud siren.
- Fire alarm testing will take place once a week. The bell is sounded at 7.30 – 8am every Thursday. The break glasses are also tested at the same time in rotation:

ZONE	AREA
1	Office, foyer, kitchen and boiler house
2	Hall and library
3	Rec 1
4	Nursery & Rainbow Room
5	Rec 2
6	Year 1 (Area 1)
7	Year 2
8	Year 1 (Area 2)

Break-glass keys and spare break glasses are kept with the documentation of these tests, in the Red Box located in the foyer. Also located in the Red Box are the Emergency Lighting Key, COSHH File and Asbestos File.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- The emergency door release box will be deactivated by staff exiting the external doors.
- Staff and pupils will congregate at the assembly points. These are on the school main playground, car park and or SEN playground (whichever is the nearest and safest exit)

The children line up outside at the far side of the playground in the following positions:

Rainbow Room Nursery - by the garage

Y2 Y2 Y1 Y1/R R

(markings painted on the ground show these positions demarcated by class animals)

In the event Rainbow Room have exited onto the SEN playground as the safest route, they will line up outside the garage furthest away from the building.

- Class teachers will take a register of pupils, which will then be checked against the attendance register. Registers will be kept outside in a fire evacuation box. If it is during lunchtime, the midday supervisors will support in taking the class registers.
- The office staff - Ruth Samme and Elisha Flamson will take a register of all staff by using the Sign in app to show who has signed into the school.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Any children with physical impairment requiring a wheelchair will still exit their classroom via the nearest Fire Exit door unless they are in the school hall.
- Any parents visiting the school during performances are requested to exit the school via the main entrance Fire Exit and congregate onto the school car park.
- Nursery request no fire drills during the last 10 minutes of the nursery session.
- We line up outside at the far side of the playground in the following positions:
- The Headteacher is the only member of staff who should re-enter the building in the event of a fire and should only do so if it is safe.
- In the event of any queries due to the fire evacuation procedures you should inform the Headteacher and the Health and Safety Team
- The children within school should leave the building with the member of staff in charge of them at that time. This may not always be their own class teacher due to team teaching commitments. Should a group of children be in the outdoor areas during the evacuation process, they are still expected to vacate with the whole class with the adult in charge. This may result in re-entering a building to access the main playground – staff will use their discretion in making a safe judgement.
- All staff must be aware of the special needs children who, because of physical disabilities and/or limited developmental understanding will need particular attention and more time to vacate should a fire break out. If in doubt, please ask year group staff to identify these children. Children evacuating from the Rainbow Room should wait at a designated area on a playground and **not** with their year group peers. (These children should be supervised by Rainbow Room staff)
- Any special needs children who are working with their year group at the time of evacuation, **should** remain with their year group under the supervision of the class teacher.

Anti-terrorism Lockdown procedures in the event of an emergency

Plan	
Staff responsibilities	
Headteacher	<ul style="list-style-type: none"> • <i>Make contact with emergency services.</i>
Other staff members	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Deputy headteacher: communicate with parents</i> • <i>Teachers and support staff: stay with children</i> • <i>Premises officer and school Business Manager ensure all access points are secured</i> • <i>School Business Manager to ensure that staff are aware of alert who are supervising children outdoors if alarm occurs during break.</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Dedicated 'lockdown' alarm tone (e.g., 5 10-second bursts of school bell)</i> • <i>Email to 'all staff' group.</i> • <i>WhatsApp message</i> • <i>Word of mouth</i>
All clear signal	<ul style="list-style-type: none"> • <i>Email to 'all staff' group.</i> • <i>WhatsApp message</i> • <i>Word of mouth</i>
Evacuation signal	<i>Make sure people know this in case you need to evacuate the school.</i>
Lockdown	

Assembly points	<p><i>All year 2 children who are based at the front of school to moved into the hall</i></p> <p><i>Office staff to move to the staffroom.</i></p> <p><i>Kitchen staff to check that the gate is bolted and lock the kitchen door immediately</i></p> <p><i>All other children to remain in the classrooms.</i></p>
Entrance and exit points	<p><i>Gates to remain locked.</i></p> <p><i>All doors to be closed and locked.</i></p> <p><i>All windows to be closed.</i></p> <p><i>All internal doors to be secured.</i></p> <p><i>Blinds to go down if there is time and it is safe.</i></p>
Bringing pupils inside	<p><i>Staff on duty outside to use walkie talkies at lunch-time.</i></p> <p><i>Children to line up as quickly as possible.</i></p> <p><i>Registers will be used on Integris on entry to the classrooms / hall</i></p> <p><i>Teachers will be responsible for their class.</i></p>
Steps to increase protection from danger	<ul style="list-style-type: none"> • <i>Lock doors</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i>
Internal communication	<p><i>What communication channels could be used for staff to communicate with each other?</i></p> <p><i>Staff will be able to use WhatsApp group to communicate with each other.</i></p> <p><i>Staff could use Walkie Talkies situated in the PPA area.</i></p>
Communication with parents	<p><i>Class story will be used on Class dojo and email will be used. Parents will be asked not to call the school or come into the school.</i></p>
Additional notes	<p><i>Are there any pupils or staff with additional needs who need specific arrangements?</i></p> <p><i>Directly contact Rainbow Room with immediate effect so that specific arrangements can be put into place. Children to move into sensory room. PEEP will be used for children where necessary.</i></p>

Checklist

Step	Check	Time	Signed
Use signal to initiate lockdown	EC		
Ensure pupils are inside	Teachers in each class		
Secure entrance points	SG/RS / anybody closest to the door		
Contact emergency services	EC		
Ensure staff take action to increase protection from danger: 1. Move into the middle of the classroom. 2. Year 2 children to move into the hall 3. Turn off the light and screens. 4. Turn phones onto silent. 5. Close and lock all internal doors	Teaching staff		
Make sure pupils and staff are aware of exit points	Teaching staff		
If safe, check for missing pupils or staff. If children are missing, teachers to message HT asap	DSL		
Remain inside until all clear has been given or told to evacuate	HT / SBM		

Anti-terrorism Lockdown procedures in the event of an emergency

- **Springfield Junior School**
- **Contact details – 01283 217855** is identified as a ‘place of safety’ nearby where pupils and staff can be taken if unable to return to the school for some time.
- All support and teaching staff to remain with their classes and create a ‘walking bus’ to Springfield.
- In the event of this occurring, the Sign in system will be used and Integris accessed to take registers.
- information on how staff will ensure that all pupils and people visiting the site are accounted for - procedures for use of registers, visitors books etc
- Parents to collect children from Springfield playground from the field alike to Sports Afternoon when contacted.

APPENDIX 7 - CHECKLIST FOR GROUP LEADERS ON EDUCATIONAL VISIT

- Ascertain details of incident
- Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system
- Call for assistance if available (staff, passers-by)
- Administer first aid where possible
- Account for all members of the party and ensure that all persons uninjured stay together
- Allocate staff member(s) to travel to hospital(s) with casualties
- Ascertain if there are any witnesses
- Allocate staff member(s) to stay at incident site to liaise with the emergency services
- Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible
- Inform headteacher/member of senior management team (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident
 - names of those involved
 - details of any injuries.
 - actions taken.
 - contact point to be used
- Consider requesting additional assistance.
- Keep headteacher/member of senior management team regularly updated.
- Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with headteacher/senior management team over transport arrangements.
- Do not discuss legal liability

APPENDIX 8 - INFLUENZA PANDEMIC PLAN

In the event of the Government advising schools to close, the county council will provide advice and guidance as appropriate at that time.

See Coronavirus risk assessment available on the school website.

This section should:

- outline procedures for dealing with a child or member of staff who shows symptoms at school - they should be isolated and sent home as soon as possible
- outline systems to minimise the spread of infection if the school stays open during a pandemic (eg handwashing, disposal of tissues etc)
- consider how lessons can be maintained if some staff become sick
- consider how non-teaching and teaching staff could be used in other areas if your school is advised to close
- if you are advised to close your school, you should attempt to provide some form of education by remote methods

APPENDIX 9 - BOMB THREATS AND SUSPECT PACKAGES

Bomb threat prompt card for reception staff

Action to be taken	✓ when complete
Stay calm	
Make a note of: <ul style="list-style-type: none"> • the code word (if given) • 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 eg speech impediment, state of drunkenness etc • any distinguishable background noise 	
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? 	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
Report the call to the police and the headteacher/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 headteacher	

Guidance on suspect 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 suspect 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:

- 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 headteacher/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:

- 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 headteacher/nominated deputy immediately

The headteacher/nominated deputy should then:

- 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
- If anyone is experiencing symptoms of chemical exposure (eg streaming eyes, coughs and irritated skin) seek medical attention immediately

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

- remain calm
- do not touch eyes, nose or any other part of the body
- wash your hands in ordinary soap where facilities are provided

APPENDIX 10 - LOG KEEPING

How to write the log:

- Note all relevant facts in chronological order
- Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this 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 leave blank spaces - or if you do, rule them out with a line
- 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, then signed in full, dated and timed
- Avoid approximations and abbreviations

Log Sheet

Incident:	
Location of incident:	

Date	Time	Event/Action Taken	Initials

APPENDIX 11 - TRAINING AND EXERCISING

Training record:

Date	Training	Areas covered	Attendees
September	Updated staff	Lockdown procedures	All staff at staff briefing. All staff memoed.

Exercise record:

Date	Brief details of exercise	Actions identified	Outcome of actions	Aspects of plan tested

APPENDIX 12 - BUSINESS CONTINUITY

Business continuity planning is the process involved in ensuring that a business or organisation can continue with its critical functions after a disaster or emergency. In the case of schools, one of these functions is to continue pupils' education. You therefore need to think about what is required in order to continue this function and what vital records or data you may need to duplicate or back up.

Statistically the emergency most likely to be experienced by a school is one that affects the school building, such as a fire or flood. Having an inventory of the contents of the school is invaluable in calculating losses for insurance claims. This section is split into three tables which should be completed for the school.

Equipment - this doesn't need to include every single item in the school, as numbers of desks and chairs are easy to calculate, but IT, electrical equipment and any other specialist, large, one-off or expensive items.

IT data and systems - all important data stored on school computers should be backed up in accordance with your IT Disaster Recovery Plan. (Refer to your IT services supplier for further information). The table allows the recording of essential data sets and IT systems and where they are backed up.

Paper based records - schools will have at least some essential paper-based records, which could be easily damaged or destroyed in a fire or flood. These should be listed in the table along with the locations of back-up copies which should be stored off site - this should include your emergency plan.

It is also worth encouraging staff to think about where they keep lesson plans and pupils' coursework, as loss of these could have a large psychological impact on staff and pupils.

Equipment Inventory – All equipment information is stored on our Parago system

IT/ Data and Systems – all staff are using a cloud-based system for IT and Data.

Paper Based Records - staff

Document	Location	Duplicated?	Where are duplicates held?
Personnel	Headteacher's office	In process of moving to electronic	Electronic
Pupil records	School office	No	N/A
Health and Safety records	Red box in foyer	In process	N/A
Child Protection records	Headteacher's office	YES	My Concerns
SEN records	SENCO office	YES – in process	The Cloud

APPENDIX 13

