

# St Charles RC Primary School

## Emergency Scheme



## CHRIST IS AT THE CENTRE



**C**ompassionate  
**H**elpful  
**R**espectful  
**I**nclusive  
**S**haring  
**T**ruthful



# St Charles RC Primary School

## Emergency Scheme

*Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community. We aim to pass on the faith we share in partnership with you. We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support. We take pride belonging to St. Charles RC Primary School.*

### MISSION STATEMENT

### Introduction

At St Charles RC, Christ is at the centre of everything in our school. Our Mission Statement is;

**As a family of God, we love to learn and learn to love**

### SCHOOL EMERGENCY SCHEME

Document Title: St Charles RC Primary School Emergency Procedures

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Review date Annually

## **Contents Page**

### **Section 1 Introduction**

- 1.1 Introduction
- 1.2 Benefits of Emergency Planning in Schools
- 1.3 Basic Information on the school
- 1.4 Details of Senior Staff
- 1.5 Information for all Staff
- 1.6 Crisis Management Team

### **Section 2 Roles and Responsibilities**

- 2.1 CMT Leader
- 2.2 Person to Contact Emergency Services
- 2.3 Person responsible for dealing with the media
- 2.4 Person to open appropriate buildings
- 2.5 Facilities Officer
- 2.6 Person to contact parents and appropriate others
- 2.7 Safety Officer
- 2.8 Summary of responsibilities

### **Section 3 Distribution and Amendments**

- 3.1 Record of amendments

### **Section 4 Appendices**

- 4.1 Security Procedures
- 4.2 Incident Log
- 4.3 Draft Press Statement
- 4.4 Suggested statement to be sent to parents in event of emergency incident
- 4.5 Suggested statement for staff informing parents of an incident by telephone
- 4.6 & 4.7 Evacuation of buildings – route plan to St. Mary’s R.C. Primary School
- 4.8 Emergency Procedures whilst pupils are away from school

- 4.9 Educational Trips and Visits Proposal form
- 4.10 Emergency Procedures Weekends and Holidays
- 4.11 Equipment/Facilities required in controlling centre
- 4.12 Hazards identified and specific actions required
- 4.13 Fire Regulations /Evacuation Procedures
- 4.14 Action on receipt of suspect letter/package
- 4.15 Suspicious materials (white powder incidents)
- 4.16 Protection against bomb attacks
- 4.17 Wet weather procedures
- 4.18 Internal Plan of St. Charles RC
- 4.19 Area of map

## **Section 5 – Contact Lists**

### **1.1 Foreword**

Emergency plans may never be used, but they will be worthwhile so as to ensure an immediate, effective and caring response to any major incident which may befall the school. It is impossible to predict the exact form or effect of an emergency.

Therefore, this Emergency Plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements. Emergency management arrangements must be flexible and it should be noted that some roles might not be necessary for every incident and that a person can carry out more than one role, depending on the number of staff available. Potential hazards are numerous. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan.

A list of potential hazards that have been considered is attached as an appendix to this plan. It is essential for those assisting with evacuation of the school to be aware of any pupils, staff or visitors who may need additional assistance.

It is a condition of any booking of the school facilities out of school hours that the person making the booking understands and takes responsibility for implementing the emergency procedures. Other relevant documents which have been considered alongside this emergency scheme are:

- Educational Visits Procedure
- Fire Procedures Document

- Bad Weather Procedures
- Bomb Threats Procedure

A confidential contact list (families only) will be kept linked to this document and be amended on an annual basis. In an emergency incident, individual pages can be assigned to members of staff to ensure parents are reached in the shortest possible time.

It is important that the Crisis Management Team review this Emergency Planning Document annually and that updates are issued to those people on the distribution list. Useful websites : [www.pfe.gov.uk](http://www.pfe.gov.uk)

and [www.teachernet.gov.uk](http://www.teachernet.gov.uk) in planning for emergencies.

[Public.relations@salford.gov.uk](mailto:Public.relations@salford.gov.uk) – Salford City Council’s Public Relations Team.

## **1.2. BENEFITS OF EMERGENCY PLANNING IN SCHOOLS**

Some reasons why:

- To promote school’s caring perspective
- enhance school’s standing
- Moral responsibility to pupils, staff and parents
- Manager’s duty to continue operation
- good management
- Saves time at time of crisis
- Prevention
- Statutory duty under Health and Safety at Work Legislation
- To protect against Litigation
- Helps to create order from chaos
- Minimise casualties
- Helps to contain incidents
- Can encourage comradeship
- May speed recovery

The value of Planning:

- Involvement of all relevant staff
- The Plan must be integrated with the school’s ethos and methods
- A key person to co-ordinate the planning assumptions’ including identification and allocation of tasks, to motivate others, manage priorities
- Integration of all responsible for responding to the incident, including partner agencies such as Emergency Services and Voluntary organisations

### **1.3 BASIC INFORMATION ABOUT THE SCHOOL**

Name St. Charles RC Primary School Address Emlyn Street, Swinton, M27 9PD

Telephone number 0161 794 4536

Map of surrounding area, aerial photograph of school building and plan of school can be found in Section 4.

A plan of our school can also be obtained by Emergency Planning on request.

Safety Record School has an excellent safety record, having had no serious accidents.

### **1.4 DETAILS OF SENIOR STAFF**

Headteacher Mrs. Clare Campbell Deputy Headteacher Mrs. Clare Brown

SLT Mrs. Deborah Shearer, Mrs Lyn Hackett, Mrs Nicola Drake, Mrs Gisella Steedman

### **1.5 INFORMATION FOR ALL STAFF**

Be ready to respond to any potential hazard in and about the site.

Contact the Headteacher, School Secretary in the event of any emergency, giving information about the:

- nature of the incident
- type of help required
- emergency service(s) required;
- exact location of the incident;
- number of casualties and nature of injuries.

## **If danger is outside – Go In, Stay In, Tune In**

### **Go In**

Get everyone inside the building.

### **Stay In**

Close all doors and windows and turn off any ventilation systems.

### **Tune In**

Tune in to the local radio or TV station for further information.

If the children are in the playground, a member of staff will blow the whistle to ensure that all children stop and listen. Everyone will enter the building in a calm and orderly manner. If a member of the public requests entry to the building and it could be dangerous for those already inside, our duty of care is to our pupils and staff already in school. Therefore, it would be necessary to refuse entry.

Consideration to be given to adequate provisions of food, water, heating etc.

## **If the danger is inside – Get Out, Stay Out, Call Out**

### **Get Out**

Evacuate the building according to our usual Procedures (appendix document).

### **Stay Out**

Do not go back inside until you are told it is safe to do so.

### **Call Out**

Call out the emergency services.

Maintain a calm atmosphere. Respond to instructions given by members of the Crisis Management Team (CMT). Ensure any health and safety procedures are adhered to. Do not speak directly to, or give inaccurate/unclear information to the media. Refer all enquiries to the person responsible for contact with the media.

## **1.6 CRISIS MANAGEMENT TEAM**

Base Headteacher's office or staff room

Reserve Nearby building - Kitchen

Off-site reserve - St. Charles RC Church

Second off-site reserve St. Mary's R.C. Primary School, Milner Street, Swinton, 0161 794 4028

Members – on site incidents Headteacher – Mrs. Campbell, Deputy Head – Mrs. Brown

Office Staff – Mrs Shearer, Mrs Medrano, Site Manager Mr Williams

Off-site Incidents Mrs. Campbell, (Head teacher) Mrs. Brown (Deputy Head Teacher/Trips and Visits Co-ordinator) Mrs Shearer, Mrs Medrano, Mrs Steedman (SLT)

The Headteacher to oversee the emergency response generally and respond to events as deemed necessary. Several people are allocated to each of the tasks. The person in charge

of the Crisis Management Team (Headteacher) will delegate responsibility for the tasks (see Section 2) from the list of nominated staff. Depending on the number of staff available, it may be necessary to allocate more than one role to some CMT members.

All members of the CMT will have a complete file of information. Laminated task sheets will be displayed in appropriate places. It is planned that all members of the team will have initial instructions about their role(s); training; and regular “reminder sessions”.

## **2.1 CMT LEADER**

Mrs. Campbell Responsibilities To co-ordinate and direct the activities of the Crisis Management Team;

### **Actions:**

Consider an immediate course of action for the specific incident.

Delegate responsibilities and give tasks to the nominated staff.

Provide a flexible response, based on this Emergency Procedures Document.

To keep a comprehensive incident log (See Appendix in Section 4)

Consult with the emergency services and the Media Liaison Officer about the release of information to pupils, staff, parents/carers, general enquiries and the media.

### **After the Incident:**

Arrange a debrief and incorporate any lessons learned into the Emergency Procedures Document.

## **2.2. PERSON TO CONTACT EMERGENCY SERVICES**

Office Staff Responsibilities Contact Emergency Services (if not already done)

Contact the Children’s Services Directorate/Emergency Planning Unit/Out of Hours Emergency Service Team, as appropriate to the working hours.

To respond to directions from the CMT leader or other personnel in control, i.e. Police, Emergency Planning Officer.

Actions Contact Emergency Services: Ensure ‘9’ is dialled for outside line – ‘9 999’/alternatively, emergency services on the telephone network can be reached by dialling 9112.

- Police 999
- Fire 999
- Ambulance 999
- Local Fire Station 0161 607 1203
- Police (Central number) 0161 872 5050



Be prepared to give the following information:

- (1) Emergency service(s) required;
- (2) Exact location of the incident;
- (3) Number of casualties;
- (4) Nature of injuries;
- (5) Location of telephone number where call is being made from; (probably office Phone of 0161 794 4083)
- (6) Hazards which may be encountered by the emergency services at the site, i.e. Emlyn St, cul-de-sac, difficulty with cars on Emlyn Street.
- (7) Your telephone number.

## **Section 2 Roles and Responsibilities**

Contact or arrange contact with ONE of the following:

During Working Hours Children's Services Directorate Emergency Contact: Paula Flynn on 778 0447 (alternative numbers 778 0420/778 0419/778 0418).

Numbers displayed by telephones Emergency Planning Unit City Council Switchboard (ask for Emergency Liaison Officer to be contacted)

Emergency Planning Officer: Mr. Peter Towey, Emergency Planning Officer, Corporate Services, Civic Centre, Chorley Road, Swinton M27 4AD. Tel.No. 0161 793 3174

Assistant Emergency Planning Officer-793 3425 Mrs. Kathryn Mildenstein - Asset Planning Manager, Education & Leisure Services, (0161 778 0420)

Out of Hours City Council OOH Emergency Service (ask for an Emergency Liaison Officer to be contacted)

Give the following information:

- 1) Your name
- 2) Your telephone number
- 3) The name and address of the School (St. Charles RC Primary School, Emlyn Street, Swinton, M27 9PD, 0161 794 4536)
- 4) Details of the incident
- 5) Nature of assistance required –  
transport/catering/communications/administrative support/ dealing with the media etc.
  - To contact or arrange contact with the member's of the CMT as requested by the CMT Leader or nominated Deputy.

- To contact or arrange contact with the Chair/Vice Chair of Governors as requested by The CMT Leader or nominated Deputy.

### **2.3. PERSON RESPONSIBLE FOR DEALING WITH THE MEDIA**

Mrs. Campbell.

Organisational arrangements - office staff Responsibilities:

- To liaise with the CMT Leader and the City Council Marketing and Communications Division.
- To respond to directions from the CMT Leader or other personnel in control, e.g. Police, Emergency Planning Officer.

The following responsibilities should be carried out in consultation with the City Council Marketing and Communications Division, who will take the lead role.

- Early establishment of central media point : designated area to be Hall or Staff Room.
- Liaise and co-operate with the media and to direct enquiries, as appropriate, particularly regarding arrangements being made for dissemination of information to the media and to the City Council’s Marketing and Communications Division.
- Assist with the arrangements for press briefings and press statements.
- Liaise with the Emergency Services and the City Council’s Marketing and Communications Division over the setting up of a Media Centre, if appropriate.
- Liaise, where appropriate, between the press and those affected about press interviews. - seeking permission from parents/guardians of any pupils involved in interviews; - ensuring that pupils involved in interviews have any necessary support; - assist the Marketing and Communications Team where necessary, e.g. undertaking any necessary research work. (Media – Local Newspapers/Press Agencies/National and International Newspapers/Broadcasting media/tabloids. To review whether the person responsible for communication with Media attend an appropriate media training course. Attempt to provide a managed response and aim to provide facts to minimise speculation. Positive messages can help in a crisis – do not say “No comment”.)

### **2.4 PERSON TO OPEN APPROPRIATE BUILDINGS:**

- Site Manager Responsibilities - Should be fully conversant with the building facilities and services.
- Open the appropriate parts of the school required for co-ordinating the incident.

## **Actions**

- Consider alternative premises should the school or alternative not be available in liaison with emergency services, CHSC Directorate or Emergency Planning Officer.
- Consider turning off electricity/gas/water if appropriate.
- To respond to directions from the person in charge of the Crisis Team or other personnel in control.

### **2.5. FACILITIES OFFICER**

Office Staff Responsibilities: Check that all available communications and office equipment are working (telephones, email facilities and copiers) in the designated emergency room(s) e.g. Headteacher's Office, Secretary's Office, other designated premises (Kitchen, Staff Room) Telephone: 0161 794 4536

Be ready to give the information to Emergency Planning Officer. NOTE: Emergency Planning Officer has access to communications systems if needed.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.

### **2.6 PERSON TO CONTACT PARENTS AND APPROPRIATE OTHERS**

Head, Deputy, Office Staff and other available staff. Responsibilities:

To contact Authorities as appropriate - (see 2.2) and, Chair of Governors Mrs. N Collins 0161 788 0131 Mobile: 07946642282 Vice Chair of Governors Mr Stuart O'Brien 07923043177

Parish Priest and Governor Fr. Paul Smith 0161 794 1089

Salford Diocesan Board of Education 0161 817 2204

Contact list for families - see Section 5.

Template letter to be issued to parents - see Section 4

Template suggested telephone message – to ensure that all staff convey the same message in the shortest possible time – see Section 4.

Informing Parents/Guardians or relatives re major incidents: As a general rule, the advice of the Police should be sought concerning how and who is to inform parents etc. In a major incident, Police will establish a Casualty Bureau where all calls for information will be directed. If there are no fatalities or injuries, the Police may ask teaching staff to advise Parents, but where the incident is more serious, the Police will advise.

### **2.7 SAFETY OFFICER**

Mrs. Campbell Responsibilities - Immediate actions to safeguard pupils, staff and visitors.

- To evacuate the building in accordance with the Fire/Bomb Procedures Document OR shelter in the building, if appropriate with 'Go In, Stay In, Tune In' procedures.
- To respond to directions of other personnel in control, i.e. Emergency Services. (The responsibility for rescue rests with the Fire Service).

### **Actions**

- Check names of pupils, staff and visitors present against Attendance Registers and report any discrepancies.
- Ensure that persons evacuated are afforded shelter as appropriate. The building identified for immediate shelter following evacuation is:
  - 1st St. Charles RC Church Moorside Rd, Swinton M27 9PD
  - 2nd St. Mary's R.C. Primary School, Milner Street, Swinton, Tel.No. 794 4028, Headteacher, Mrs. D. Raynor. (See Section 4 for route map to school).
- To liaise with the others as appropriate to ensure that immediate reassurance and support is given for anyone who is distressed.

### **SUMMARY OF RESPONSIBILITIES: RESPONSIBILITY OPTION 1 OPTION 2 OPTION 3**

In charge of the Crisis Management Team: Headteacher/Deputy

Liaison with the Media: Headteacher /Deputy /Office staff

Contact Emergency Services: Mrs. Shearer /Mrs. Medrano/ Headteacher

Contact with Salford Council and members of the Team: Headteacher/Deputy/ Office Staff

Opening appropriate buildings: Site Manager /Office Staff/Other temporary key holders

Checking channels of communication: Mrs. Shearer Mrs. Medrano Mrs. Campbell

Contact appropriate others: Headteacher /Deputy /Office staff

Immediate safeguarding of Students and staff: - Headteacher /Deputy

### **3.1 DISTRIBUTION LIST**

Chairperson of Governors Mrs. N Collins

Governing Body members of Buildings and Health and Safety Committee: Mr Stuart O'Brien Mrs. Clare Campbell Headteacher, Mrs Deborah Shearer (School Business Manager) and Mr Andy Williams (Site Officer)

SLT: Headteacher Mrs. Campbell and Deputy Head Mrs. Brown, SENCo Mrs L Hackett and Mrs C Leckey, Mrs G Steedman (SLT)

C/O School Staff Room copy

Deputy Head Teacher and Trips/Visits Coordinator: Mrs C Brown

Clerical Staff: Mrs. Shearer, Mrs Medrano

Site Manager: Mr Andy Williams

Classroom Support Staff: Mrs Liz Magee School

Kitchen: Mrs. Purlan

Emergency Planning Unit: Emergency Planning Unit, Customer and Support Services Directorate, Salford City Council, Chorley Road, Swinton, M27 4AD.

[Emergency.planning@salford.gov.uk](mailto:Emergency.planning@salford.gov.uk)

It is necessary to ensure that everyone who has a copy of the emergency procedures is advised of amendments.

### 3.1. RECORD OF AMENDMENTS

Amendment No 1

- SECURITY PROCEDURES
  - ♣ Our School is open from 7.00 a.m. a.m. every weekday.
  - ♣ The Out of School Club runs from 8.00 a.m. and after school until 6.00 p.m.
  - ♣ The Premises are used by Rainbows, Brownies, Guides, Cubs and Beavers:
- The following measures are intended to provide for security:
- Fire alarm system Main panel located in entrance hall.
- Keys kept by Site Manager (Quaywatch)
- Intruder alarm system Main panel located in entrance.
- Reset panel situated on stage Entry codes held by Site Manager, Mrs. Campbell, (Quaywatch and Citywide)
- Coded entry system – fobs to main doors Visitor signing in/out procedures – school office Visitor badges – school office Barriers (car park)- padlock and key

### Section 4 Appendices

#### 4.2. INCIDENT LOG

Incident: .....

Location of incident: .....

Date: ..... Time: .....

The following section to be maintained as the incident progresses:

Date Time Event/Action Taken Reason(s) Name .....

Designation .....

**4.3 DRAFT PRESS STATEMENT**

REGARDING: ..... Date: .....

Number: ..... Time of Issue: .....

INFORMATION: .....

.....  
.....  
.....  
.....  
.....  
.....

Issued by: ..... Tel. No.: .....

Enquiry telephone number for relatives/friends: .....

**4.4 SUGGESTED LETTER/WRITTEN STATEMENT TO BE SENT TO PARENTS IN THE EVENT OF AN EMERGENCY INCIDENT**

St. Charles RC Primary School Emlyn Street Swinton Salford M27 9PD 0161 794 4536

Date .....

Dear Parents/Carers, Although your child is safe, an incident occurred in school today that resulted in ..... (give details i.e. evacuation of the premises).

The incident involved ..... (If for instance, the incident related to toxic fumes, the parents need to be aware of what symptoms they should be aware of so that, if necessary, appropriate medical advice should be sought. An indication could be given to parents of possible future closures etc).

Signed ..... (Headteacher)

**4.5. SUGGESTED STATEMENT FOR ALL STAFF MAKING TELEPHONE CALLS**

This is ..(your name).. from St. Charles RCPrimary School.

Could I in the first instance confirm that your child is safe, but I am telephoning to inform you that there has been an incident in school today concerning ..... (input the necessary information – informing parents/carers of details of the incident/ whether their child has to be collected etc ).

#### **4.6 IF OTHERS EVACUATE TO OUR BUILDING:**

Consideration to be given to:

- Catering facilities
- Use of rooms
- Usage of T.V. etc. to engage the children in, say, the Hall
- What staff would need to be made available?

Ensure all 'communication' facilities are on hand to enable swift and efficient notification to parents – Noticeboards, all phones, website etc.

#### **4.7 ROUTE TO ST. CHARLES RC CHURCH**

From fire assembly point, leave the school gates, turn RIGHT down Moorside Road and walk down the drive to front entrance of Church.

**ROUTE TO ST. MARY'S R.C. PRIMARY, MILNER STREET, SWINTON**

(Second building identified for immediate shelter following evacuation) Turn right onto Moorside Road, turn right onto the A6 walk past the Swinton Police Station and Town Hall and turn right onto Pendlebury Road, turn right onto Milner Street.

#### **4.8 EMERGENCY PROCEDURES WHILST PUPILS ARE AWAY FROM SCHOOL**

Careful consideration should be given to the guidance issued by the DFE relating to schools visits and any guidance issued by the Authority.

There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all off-site trips, regardless of duration, educational establishments are required to compile a comprehensive list of participants, including names, addresses, home telephone numbers and medical details. One copy will be retained by the party leader and two copies left back at base with the nominated emergency contacts.

The name and telephone numbers of the two emergency contacts back at base will be clearly marked on the educational visits proposal form. The Party Leader will always have with him/her a mobile telephone, which is known to both the nominated emergency contacts back at base and the Local Authority for visits requiring Local Authority approval. The party leader should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips. Although this is an extremely onerous task, the School feels that it is worthwhile to allay anxieties, particularly of parents, should an incident occur or the trip is significantly delayed on its return.

## 4.9 TRIPS AND VISITS

Using the EVOLVE website, staff are requested to complete on-line forms and submit to Trips and Visits Co-ordinator/Head Teacher for review, approval and authorisation. Risk Assessments are linked to trip proposal forms. Staff have their own passwords. Upon completion and authorisation by the Headteacher of proposal forms for categories A and B (listed below ), the information is automatically submitted to the Local Authority :

- All residential visits
- All visits abroad
- All off-site visits incorporating adventurous activities, activities taking place in or near water and those visits with enhanced risks e.g. theme parks

The Governing Body policy on Educational Trips and Visits has been complied with:

### ST. CHARLES RC PRIMARY SCHOOL - TRIPS POLICY

We aim to provide a broad, balanced curriculum for all pupils within our care. During any school year, children will have the opportunity to be taken on educational outings, with longer overnight stays for children in Years 3, 4, 5 and 6.

The day outings will normally be an integral part of work done in class on a particular topic as part of the curriculum. These outings will allow the children to experience new challenges and develop confidence and self-reliance in a secure environment away from home. We are always very conscious of the need for vigilance when taking children out of school. Safety is paramount. With this in mind, planning for the trip or outing will follow the guidelines set down by the City of Salford Code of Practice– Educational Trips and Visits. (Copy held by EVC). The Head teacher and the Educational Visits Co-ordinator (EVC) will both be informed of the proposed visit.

The necessary documentation will be completed and adhered to, including risk assessments. Only when both the Head and the EVC are satisfied that this has been done will the trip go ahead. A final evaluation of the visit, including any amendments to the risk assessment, will be completed and handed in to the EVC.

Should a child be difficult, disobedient or not maintain consistent good behaviour in school, we reserve the right, reluctantly, not to include that child on class outings. Charging Policy for Visits.

#### Day and part day educational visits:

We will try at all time to keep the costs for visits out of school as low as possible. However, it will usually be necessary to pass on part or even the whole cost of visits on to the parents in the form of voluntary contributions. Unfortunately, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. If covering the costs of such trips were to cause parents financial difficulties, then the Head could be approached in confidence with a view to finding help towards this. Residential visits outside



school time: Parents will be charged for the full cost of the visit. This may be reduced or waived for children who make an application in confidence to the Head teacher. Swimming Lessons: The school will continue to subsidise these costs. However, this will be reviewed annually. The school will review the charging policy periodically. Any eventuality not covered for by this policy will then be considered.

### **Visits outside the immediate school grounds:**

There are often times when teachers would want to take classes outside the immediate school grounds to enhance curriculum work. In these cases a standardised letter, informing parents that their children are to leave the school premises, giving times and reason, should be sent to parents.

A good adult/ pupil ratio should be in place and a risk assessment for the activity must also be completed. The Head teacher should be informed of such an activity. (Regular activities such as swimming and games on the field will be covered by newsletters etc to parents concerned).

### **Football, netball and athletics activities:**

During the year football, netball, athletics activities and competitions may be organised against other schools. These will also include competition against other schools away from the school site. In these cases, a standard letter will be sent home in advance of the proposed activity stating date, time, location and return times etc.

After 'away games', parents providing transport will be asked to return children in their care straight home and not back to school, unless other arrangements are made. Where a mini bus is used, seat belts will be fitted and used and there will be a minimum of two adults in the vehicle. (See mini bus policy).

### **Basic guidelines to follow:**

There are basic guidelines to follow for trips further a-field

### **Planning**

- Inform the Head and EVC of the proposed visit.
- Contact the place you wish to visit to establish cost of entrance, times available, supervision required, special requirements e.g. clothing.
- Ask for their risk assessment/ insurance cover as set out in form RA1.
- Use established coach firms to book transport, or where mini buses are to be used, they are roadworthy, have seat belts fitted and that there will be at least two adults per bus.
- Drivers must be covered on their licence. This means that volunteer mini bus drivers MUST have had MIDAS training and have the necessary D1 section in place on their licence.

- Those without must take part in training to have this attached to their current licence.
- Confirm arrangements, dates/ times etc. in writing with the establishment you are visiting. Also confirm payment method and any special requirements you will need when there.
- Fill in the required online form for visits using the EVOLVE system and then forward to the Head Teacher for approval after the EVC has checked it through. This will automatically go through to Civic Centre for further approval if the trip involves an overnight stop or is near or on water.
- Inform parents of the proposed trip and, where necessary, ask for return slips, hold a parent's meeting and fill in required Emergency Contact Forms.
- Be sensitive to the needs of individual pupils where hardship might be a problem.

## Finance

- Work out the total cost of the visit including transport and insurance.
  - Ensure you are able to meet the cost with contributions from parents/ school subsidies.
  - Ensure you have the means to pay 'on the door' or have already paid by cheque.
- Organisation
- Ensure you will have adequate adult help on the trip and that the required adult/pupil ratio is maintained for the type of activity you will be undertaking. Children must be supervised the whole time and not allowed to wander off on their own. Establish procedures for this. (This may alter slightly when away on residential visits but only after consultation with parents).
  - All adult helpers must be aware of their responsibilities during the trip.
  - Mobile phones should where possible, be carried by adults and phone numbers known. All adult helpers should be aware of emergency procedures where necessary, contact numbers and meeting points.
  - NO CHILD is to go on the trip or visit without a signed parental consent form from home FOR THAT TRIP. Keep consent forms until after the trip.
  - The member of staff in charge should take all documentation regarding the trip. This includes emergency contact numbers, medical details of each child and emergency contact numbers should any problems arise. This will also require the Critical Incidents Procedure Booklet to be taken on the trip in case of emergencies.
  - Ensure that you have held a meeting with the children to inform them of arrangements and so that they know their responsibilities. If you are unsure of anything during the process of organising the visit, talk to the Head or ask the EVC for support. School trips are meant to be both fun and educational, enriching the experience of the child as a whole. Well-organised trips should run smoothly. Ensure that after each trip or visit an evaluation is done to improve arrangements next time. This should be seen by the Head and passed on to the EVC.

#### **4.10 EMERGENCY PROCEDURES WEEKENDS AND HOLIDAYS**

It is a condition of any booking of School's facilities at weekends and holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures. (For emergency procedures on educational trips and visits, see Salford City Guidance notes). Full details are available in the Emergency Procedures file - a copy is always kept in a box file in both Head and Secretary's office.

The person making the booking will take charge of the procedures until a member of the Crisis Management Team arrives. The person making the booking will delegate the tasks outlined below - by giving the person the task details from the Emergency Procedures document.

1. Someone to contact emergency services
2. Person to contact the members of the CMT/Children's Services Directorate
3. Facilities Officer to open appropriate buildings
4. Safety Officer to be responsible for the immediate safeguarding of students and staff. The following tasks will be undertaken by previously identified school staff:
5. Person responsible for liaison with the media
6. Person to check communication channels
7. Someone to contact appropriate others. Full details in the Emergency Procedures document.

Please sign and return the slip below to the Headteacher. √Please cut along dotted line  
Emergency Procedures I confirm that I understand the Emergency Procedures, as detailed in the Emergency Procedures Document, and that I will be responsible for initially implementing those procedures in the event of an emergency.

Organisation \_\_\_\_\_  
Dates Applicable \_\_\_\_\_  
Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Contact  
details \_\_\_\_\_

#### **4. 11 EQUIPMENT/FACILITIES REQUIRED IN THE CONTROLLING CENTRE**

Item Location Notes Telephone(s) Head's office, School Office, Staffroom, Out of School Club, Nursery, Kitchen.

In the event of phone system network failure, a spare phone, kept in school office, can be plugged into the external socket in the office Mobile phones All staff have mobile phones Photocopier School Office and Staffroom Whiteboards or flip chart In classrooms. Flip charts in Hall and upstairs classroom Computer with internet Head, Secretary's office, all classrooms, laptops, Ipads Stationery, incident logs, emergency plans, contact lists, maps, plans etc Head and Secretary's Offices

#### 4. 12 HAZARDS IDENTIFIED AND SPECIFIC ACTIONS REQUIRED

- Hazard/incident Specific Actions Accidents at School First Aid/Ambulance if required, Inform Next of Kin
- Accidents or serious illness away from school As above and School Contacts
- Accidents or serious illness on school trip As above
- Fire Evacuate school/telephone emergency Fire Service
- Damage to school Assess damage/clean up as necessary.
- If excessive, close school Hostage taking/abduction Inform Police/Emergency Planning Officer/Inform Next of Kin
- Loss of key staff Re-delegate responsibilities
- Death of staff/pupil In School: Next of Kin Out of School: Inform Next of Kin/LEA/arrange for counselling
- Suicide As above
- Violence First Aid/Inform Emergency Service/Inform LEA
- Loss of Water Supply Close School
- Loss of Electricity Supply (no gas in school)
- Assess lighting/consider safety aspects and close if necessary
- Loss of Telephones Report fault/use mobiles/emergency phone located in small filing cabinet in secretary's office
- Hazardous areas As in laboratories – not applicable Any nearby hazardous premises If any concerns contact
- Environmental Health Department Health incidents Exclude pupils or staff if necessary/in case of epidemic inform Health Authority/inform parents
- Incident at neighbouring school Warn our pupils and parents of dangers.
- If local school closes and evacuates to here, accommodate in Hall, Out of School Club, Staff Room and any available space. Provide telephones for contacting parents.
- Weather related incidents Keep children inside in extreme weather. Allow parents to take pupils home with heavy snow fall. If necessary, close school for future dates.
- Terrorist incidents See Appendix

Careful consideration has been given to any specific hazard identified and actions taken as a result. Considerations in compiling the plan:

- ♣ is this a credible risk?
- ♣ who do we tell?
- ♣ who would we ask for help?
- ♣ are there any immediate and specific actions we need to take?
- ♣ are there any actions to mitigate the effects etc.,
- ♣ what would be the knock-on effects of any actions the school might take e.g. effects of closing the school.

## **4. 13 FIRE REGULATIONS**

These regulations consist of three parts:

- Instructions on finding a fire
- Instructions on hearing the fire alarm
- Preferred escape routes

### **1. Instructions on finding a fire**

- Break glass on nearest fire alarm
  - Follow your class teachers instructions / or leave the building via the nearest exit door.
  - Walk to the Assembly Point by the wall nearest to the climbing frame in the schoolyard.

### **2. Instructions on hearing the fire alarm**

- Leave the building by the preferred escape route.
- Do not run or push.
- Take the class register if it is in the classroom.
- Walk to the Assembly Point by the fence opposite the Year 1 classroom in the schoolyard.
- If the preferred escape route is blocked, leave the building and go to the Assembly Point by an alternative route if possible.
- It is the responsibility of the most senior member of the teaching staff on the premises to telephone the Fire Brigade or to confirm the Fire Brigade has been called personally with whoever made the call. Telephones are available in the Staff Room, Nursery, Reception Office, Headteacher's Office, School Kitchen and Out of School Club Room.
- If the Class Registers are not in the classrooms the most senior member of the teaching staff or school secretary must, if possible, take them and the Visitors Book to the Assembly Point when they leave the building.
- The school must line up in classes at the Assembly Point and the children will then be checked against the registers.
- The person checking the registers must tell the most senior member of staff the result of the check
- The Deputy Headteacher or in their absence a person chosen by the most senior member of staff, will be responsible for reporting to the most senior member of staff that the Site Manager, School Cleaners, Welfare Assistants, Kitchen staff, School Secretaries and any visitors to school have completed the evacuation of the building.

### 3. Preferred Escape Routes

- Nursery Classroom Straight out into the playground
- Reception Classroom Straight out into the playground
- Staff Room Straight out into the playground
- Yr1 Classrooms Leave via the Year 1 playground door
- Yr2 Classroom Leave via the Year 1 playground door
- Headteacher's and Office and Headteacher rooms Leave via the main entrance
- Children's Toilets Leave via the playground doors and re-join your class in the playground
- Adult and Disabled Toilets Leave via the main entrance
- Out of School Club room Leave via the Nursery door
- Site Manager's room Leave via the Year 1 playground door
- Yr3 classroom Leave via the Year 3 playground door
- Yr 4 Leave via the classroom fire door
- Yr5 Leave via the classroom fire door
- Yr6 Leave via the Pod fire door.
- Hall and Stage Leave via the fire door.

### School Evacuation Policy

The School's evacuation is initiated by the Fire Alarm. On hearing the alarm the priority for school staff is the safe evacuation of all children, staff and visitors. In order to fulfil this commitment all routes to emergency exits and the exits themselves will be kept as clear as possible at all times. When it becomes necessary to evacuate the school the Fire Regulations must be followed.

Fire procedure notices are displayed in each room of the school and it is the responsibility of the school staff to make themselves familiar with these and the fire regulations. Teachers must inform their class of the procedures during the first day of a new school year, or, on the first occasions the class uses an area other than their own classroom, e.g. the hall, computer suite.

Teachers must also inform their pupils of the procedure to follow if the fire alarm sounds and they are somewhere unaccompanied e.g. toilets, library, on the way to the reception office. This is, 'not to return to the classroom, but to leave by the nearest exit and rejoin their class in the playground'.

### Emergency Evacuation Procedures at Lunchtime

In the event of a fire the Senior Lunchtime Supervisor will go to the office and telephone the fire service if no office staff are available. Children 'queuing' or 'sitting' exit the Hall by the nearest fire door to where they are located (3 in the Hall) - to be supervised by Welfare Assistants.

One member of Welfare Staff to ensure all pupils have exited the Hall before leaving themselves.

Pupils and Welfare Staff to assemble at designated Assembly Point in class order. TA (also senior Lunchtime Supervisor to exit via the corridor checking cloakrooms and toilets and, if office staff are not on the premises, to collect registers/visitors book and ensure the middle entrance doors are unlocked.

Registers will be given to the class teacher, if on the premises, if not – to a welfare assistant. Once all children have been accounted for, the registers to be returned to the T.A./Senior Lunchtime Supervisor.

### **EVACUATION PROCEDURES FOR 'TEAPOTS OUT OF SCHOOL CLUB'**

Use of school out of regular school hours

The Out of School Club have a Fire Evacuation Policy – shown below.

Children are only allowed in school outside school hours if they are supervised by an adult/attend after school clubs. If, in the event of an evacuation at a time when the children are not 'registered' i.e. immediately after school, all teachers will check classrooms and corridors on the way out.

Headteacher and Office staff to check toilets and cloakrooms. For 'events' held in school hall, fire exits will always be kept clear and the 'audience' informed of the Assembly Point. A designated member of staff to check corridors and toilets and other areas used (i.e. stage, classroom).

### **Fire drills**

1. All school personnel will be made aware of the regulations and procedures by means of regular fire drills, held at least one a term, with ideally no advance warning, so that when the alarm sounds an evacuation takes place as quickly as possible.
2. These fire drills will take place at various times of the day to assess the effectiveness of the procedures, e.g. with welfare staff, when parents are on the premises etc.
3. On some occasions a preferred escape route may be blocked in order to raise awareness of alternative routes. (See attached document for Protection Against Bomb Threats) Out of School Club fire drill and evacuation procedures

To ensure the safe evacuation of children and staff from the premises, the following procedures should be maintained:

- Any person discovering a fire should immediately raise the alarm and notify the Manager/Co-ordinator/Supervisor.
- The person informed of the fire should raise the alarm with the relevant Emergency Service by telephone.

- Attack the fire with an extinguisher or fire blanket but only if it is safe to do so. Do not expose yourself or others to any undue risks. Never use water on electrical apparatus or flammable liquids.
- On hearing the alarm, staff should tell the children to stop what they are doing and to make their way to the nearest fire exit in a quiet and orderly fashion. Do not allow the children to run. They must be discouraged from going to collect their coats and/or belongings. Only if there is time, switch off any electrical equipment prior to evacuation.
- The person responsible for checking the play area, toilets and hall will be, in the first circumstance, the Co-ordinator. The Co-ordinator will be the last person to leave the premises having ascertained that all children and staff have left.
- For either a Fire Drill or true emergency, the Duty Officer must take with them, when they evacuate the premises, the Register which is kept on a table in the Club Room. This Register must contain emergency contact numbers for all children and staff.
- Staff will lead the children to the far end of the playground and line them up against the wall. At this Assembly Point the Duty Officer will call out the children's and staffs' names against the Register. She/he will be required to make a note of the time it took to completely evacuate the premises.
- At no point must any person re-enter the building once the evacuation procedure is underway. Once the Duty Officer has given the 'all clear' in the case of a drill or received the 'all clear' from a Fire Officer in the event of a real evacuation, staff and children may reenter the premises.
- Once inside the building, if allowed, the Duty Officer must record, in the Fire Drill section of the Diary, how many children and staff were involved; the day, date and time of the drill; how long it took and any comments about behaviour etc. The Duty Officer must then sign this entry.

### **OSC Fire Alarm Instructions**

If you discover a fire Raise the alarm immediately If it is safe to do so and only Attack the fire with a fire extinguisher If you have been trained Never use Water on Electrical apparatus and flammable liquids

Evacuation Procedure:

- On hearing the alarm Leave the building immediately by the nearest available exit
- Do not panic
- Do not stop or collect belongings
- Do not re-enter the building until given permission to do so
- Fire Assembly Point is: Far end of the playground against the wall
- Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire.
- Get to know the location of the Fire Alarm and the Fire Fighting Equipment.



#### **4.14 ACTION ON RECEIPT OF A SUSPECT LETTER/PACKAGE**

If a letter or package is received, which is suspect, the Area Control Officer should be informed immediately, they will then decide what course of action to follow. The names of the Area Control Officers are shown on the evacuation procedure notices located in each office/meeting room.

All letters, packages, etc., should be treated as suspect if

- The contents (in the case of an envelope) are stiffer than folded papers;
- An unusually high postage has been paid because of excess weight; or the item is heavy for its size;
- The contents have a feel of metal;
- An inner envelope is tightly taped or tied with string;
- Postmark or stamp indicates unusual place of origin;
- The writing is of a foreign style;
- There is any springiness inside;
- There are any protruding wires;
- There is any small hole (e.g., pin hole);
- There is any external grease mark;
- There is any smell similar to boot polish, marzipan or almonds;
- There is any sound of loose metal.

Any item, which has been sent through the post, is unlikely to explode if unnecessary handling is avoided and no attempt is made to open or tamper with the item. A suspect item must NOT be placed in water or damp sandbags.

Radios and Mobile Phones should not be used in a range of 50 meters of any suspect letter, parcel, package, bag, case etc. Assembly Points for a Suspect Letter Should a decision to evacuate be made, staff may be directed to a different location than the usual assembly point.

Staff should:

- In the first instance evacuate to the normal assembly point;
- Follow the instruction given by the Search Officers and Area Control Officers

#### **4.15 SUSPICIOUS MATERIALS (WHITE POWDER INCIDENTS)**

If a package contains suspicious material staff should remain calm and follow these instructions carefully:

- Do not touch it or move it
- Shut all doors and windows in the room and shut down the air conditioning
- Do not allow anyone to enter or leave the room

The Area Control Officer will arrange for an Emergency Liaison Officer (ELO) to be contacted (numbers below).

- Emergency Liaison Officers Name: Peter Towey - Office Number 793 3174
- Mobile Number 07970 064470
- Olwyn Banner 793 3425 07766 550227
- Jane Lane 793 3439 07725 104756
- Salford City Council Children's Services Directorate Emergency Contact – Paula Flynn 0161 778 0447 (working hours)
- SCC Switchboard 0161 794 4711
- OOH Emergency Services 0161 794 8888
- Emergency Services Greater Manchester Fire and Rescue Service Emergency 999 For information 0161 736 5866
- Greater Manchester Police 999 0161 872 5050
- North West Ambulance Service 999 N/A
- Staff Telephone Numbers Mrs. C. Campbell, Headteacher 0161 278 7053 Mobile: 07931 643314
- Mrs. C. Brown Deputy Head 07852 331982
- Mrs. D Shearer School Business Manager 07806669470
- Site Manager Mr Andy Williams 0161 281 1189 07565548080
- Citywide 0161 728 6234 Mobile: 07970543751
- Mrs S Medrano Admin Assistant 07812947977
- Mrs. S. Purlan, School Cook School Kitchen, 0161 794 4526
- Chair and Vice Chair of Governors Chair of Governors Mrs. N Collins 0161 788 0131
- Vice Chair of Governors Mr Stuart O'Brien 07923 043177
- Telephone contact list for parents/carers List retained in the school office.

The ELO will contact the Emergency Services and arrange for everyone to leave the room containing the package to go to a safe area.

- Do not leave the building
- Do not try to clean up the powder
- If the substance is on your clothes do not brush them, instead carefully remove them
- Do not touch your eyes, nose or mouth or other parts of the body
- If washing facilities are available wash hands with soap and water
- People who might have been exposed should be kept separate from those who haven't
- Wait for further instructions from the Area Control Officer, ELO or Emergency Services

## **4.17 WET WEATHER PROCEDURES**

### **Morning and Afternoon Play**

Teaching Assistants will supervise classes in rota for ten minutes while staff have comfort break.

Children to be allowed to go to toilet while support staff in class.

Reception/Nursery Have full time support staff

Year 1/Year 2 Mrs. Liz Magee Mrs. Chris Murray

KS2 All KS2 staff to cover for each other to allow a short comfort break.

If support staff are absent then please send for Mrs. Campbell or another Teaching Assistant.

### **Lunchtimes**

Nursery Have their own staff and routine.

Reception Have their own staff and routine.

Yr1 & 2 Welfare Assistant to classroom from 12.15 – 1.15 p.m. (approximately).

KS2 Welfare Assistant to classroom from 12.15-1.15pm (approximately)

### **Equalities Statement:**

St Charles RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Charles RC Primary school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.