



The John Wesley Church of England and Methodist Aided Primary School

Emergency Procedure Policy

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Flourishing in F.A.I.T.H. (Family, All Included, Thriving & Healthy)

At The John Wesley Church of England & Methodist Primary School, our vision of life without limits in all its fullness puts our children and families at the centre of everything. In our inclusive and unique community with two distinctively Christian foundations, every experience enables all to flourish as individuals and to thrive as God intended; mentally, physically, emotionally and spiritually.

The school welcomes everyone to its family and upholds the principles and teachings of the Christian faith. We provide a secure, caring learning environment, which supports and encourages all to fulfil their potential.

The John Wesley is a Church of England and Methodist Voluntary Aided Primary School and our Christian values are at the heart of everything we do.

- ❖ **Koinonia**
- ❖ **Love**
- ❖ **Compassion**
- ❖ **Wisdom**
- ❖ **Forgiveness**
- ❖ **Service**

These are underpinned by our learning values:

- ❖ **Promoting curiosity** – asking questions, delving deeper and analysing
- ❖ **Developing communication** – listening, empathy and relationship-building
- ❖ **‘Prove it’ opportunities** – problem solving, decision making and exploration
- ❖ **Sharing views and opinions** – visual, spoken and written
- ❖ **Encouraging creativity** – innovation, imagination and spirituality

Our whole school vision is built upon and guided by these. Every school policy is written with this in mind and implemented in way that reflects our vision of our children being able to ‘**Flourishing in F.A.I.T.H**’ (Family, All Included, Thriving & Healthy)’ and as Jesus gave his disciples a vision of a life that is full of possibilities and dreams yet to be met, we encourage our children to live their life in all its fullness.

EMERGENCY PROCEDURES POLICY

1. INTRODUCTION

This document outlines The John Wesley CEM Primary School's plans to tackle emergencies that may occur in order to keep pupils, staff and visitors to our school safe. An emergency is defined as 'an unexpected event which affects the school community, and which causes disruption on a scale, which is beyond the normal capacity of the school. An incident may involve significant threat or damage or injury to individuals or property.

Emergency planning aims to prevent emergencies occurring, and when they do occur, good planning should reduce, control or mitigate the effects of the emergency. It is a systematic and on-going process which evolves as circumstances change.

Whilst this policy sets out the planned actions in the event of a fire or lockdown, it is not a handbook or set of instructions. Decisions will be made using the principles established in this document and taking into account the situation at the time of the incident.

Kent Emergency Planning for Schools will always be referred to and adhered to.

2. ACCIDENT/EMERGENCY PROCEDURES

Following any accident or injury the following steps should be taken to ensure that the correct help is given as quickly as possible:

- a. The injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. In cold or wet weather, it may be necessary to keep them warm and dry.
- b. A First Aider should examine the injured person and give such treatment as is appropriate or possible.
- c. If hospital treatment is necessary, an ambulance should be called. Staff should not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so.

In the case of pupils:

- a. The parent or guardian must be contacted as quickly as possible and asked to join their child as soon as possible at the school or hospital, as appropriate. Schools should not wait for parents to arrive to take pupils to hospital unless it is certain that treatment is not urgently required.
- b. There must be no delay to treatment or despatch of the injured pupil to hospital while waiting for parents or guardians to arrive.
- c. A member of the school staff (teaching or non-teaching) must accompany the pupil to hospital if their parents have not arrived in time to do so, unless (exceptionally) the ambulance crew specifically request otherwise. The member of staff accompanying the pupil should normally wait at the hospital until the pupil's parent or guardian arrives, unless the nursing staff advise them not to do so. Ideally this should not be the teacher involved in the accident.
- d. Staff accompanying a pupil to hospital should not normally give their consent to medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility for this decision. In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent or guardian, even if it is known that their consent might not have been given. Staff accompanying pupils to hospital from an educational visit should hold the

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written consent of parents to emergency treatment on the parental consent form, which should be shown to the doctor on arrival. The First Aider and/or Headteacher should complete the appropriate accident book and report form as soon as possible.

Please also refer to First Aid Policy

3. EMERGENCIES IN THE CLASSROOM/FIELD/PLAYGROUND

Initial steps to be taken include:

- Stay with the class
- First Aider summoned to assess the injury and initiate immediate care
- Send a child to the nearest teacher for assistance
- Inform the Headteacher
- Headteacher/teacher to remove other children from the vicinity and supervise
- Follow Accident/Emergency procedure above.

4. EMERGENCIES ON TRIPS OR RESIDENTIAL VISITS

Initial steps to be taken include:

- Establish the nature and extent of the emergency
- Make sure all other members of the party are:
 - a. accounted for
 - b. safe
 - c. adequately supervised
 - d. aware of what to do to remain safe
- Follow the emergency procedures appropriate to the activity
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid. If possible, act under the instructions of a qualified first-aider.

4.1. **Getting Help**

Contact the appropriate emergency service giving:

- a) Name of group and party leader
- b) Location
- c) Nature of emergency and number of injured persons
- d) Action so far

Then follow advice from emergency services. Inform the school and leave a return telephone number if possible. Advise the venture organiser/local base of the incident and action taken.

4.2. **Organiser/Base Support**

Ensure that an appropriate adult attends the receiving hospital, taking with them parental consent forms and appropriate medical data on the injured persons.

Ensure that the remainder of the party:

- Are adequately supervised throughout
- Are returned as early as possible to base
- Receive appropriate support and reassurance

Ensure that an adult continues to liaise with the emergency services until the incident is over.

4.3. ***Making Contact with Kent County Council***

The organiser must:

- Assess and make safe for yourself and others FIRST
- Apply First Aid if necessary
- Call 999 if necessary for Police, Fire or Ambulance, but if non-emergency, notify Police on 101
- Clear Area if necessary, ensuring child and adult safety and welfare
- Pick up trip grab bag
- Establish lines of responsibility and leadership
- Inform all staff to maintain timelines and records of all actions and events
- Restrict access to telephones, including mobiles, and to other outside contacts, including the media and press
- Activate School Emergency Management Team – Headteacher who will:
- Contact the Interim Area Education Officer (Lee Round, South East) on 03000 412309 or 07824 306242 (mobile phone) giving details:
 - a) Name of group and party leader
 - b) Location
 - c) Nature of emergency and number of injured persons
 - d) Action so far
 - e) Advice from emergency services
 - f) Current emergency contact telephone number at location
- Contact Chair of Governors

4.4. ***Homesickness, Mishaps, Accidents and Illness***

- Take time (unless the emergency demands immediate action) to gather the facts before making any decision, or taking any action.
- Homesickness requires that you follow the knife-edge between a hard and soft line of approach. Keep the sufferer away from the telephone. Even the most well-meaning parent can exacerbate the situation, either in conversation, or if they decide to visit! If the condition is not self-curing within a reasonable time, you may have to consider returning the sufferer home. Only do this after you have discussed things fully with a parent.
- Mishaps may be anything from the loss of belongings to a real emergency requiring an immediate and positive response.
- Ensure the safety and well-being of all members of the group not directly involved. Distance them from events, if at all possible, and keep them away from any telephone until you have the situation under control and/or have been in touch with your home contact. Let them know and understand what has happened.
- All those not directly involved should be occupied with some activity. Give your group every reassurance.
- Contact the appropriate authority so that the well-being of your group, or individual members of it, is not jeopardised.
- Inform your home contact who should then follow the County Emergency Procedures above.
- Should representatives from the media be present, keep them away from group members who must be instructed not to discuss the matter with anyone. If pressed, nominate one spokesman only, who should give no further information than you have already given to your home contact and subsequently cleared for release.
- Continue with your programme if at all possible. If you decide to return home, however, do so only after consultation with your home contact.
- Keep a full record of events, times, interviews, statements, etc. should you need to file a report of the incident which will apply, for instance, in the case of any serious injury to young people.
- You may need to contact your insurers for assistance.
- Accident or Illness will require much the same procedures as for Mishaps except that, apart from rendering basic first aid if needed, you should call in medical assistance once

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it is apparent that simple domestic remedies will not suffice. A doctor or hospital may require access to any medical notes you have.

- Young people taken to hospital should be accompanied by an adult they know and throughout their stay they will need frequent visits and reassurance. There will need to be communication between the local doctor (or hospital) and the patient's own doctor when a child returns home. Collect all available data, e.g. x-rays, case notes, medicines, etc. from the hospital.

4.5. Emergency Contact with Home and Parents

- Ensure that you can expect to make contact with home base at any time while you are away. You may want advice or, in a serious situation, help in dealing with various authorities and the media. Kent County Council's round the clock emergency service, operating in conjunction with the police and other authorities, will deal with such matters. You may expect this service to make appropriate arrangements if things go seriously wrong.
- Every parent must provide school with a contact telephone number (their own or that of a friend or neighbour for day and evening) and inform school if they expect to be away from home during the visit, in which case they will need an alternative contact. This is all on the consent form. Conversely, parents must be able to contact school or the school trip should a home emergency arise by the emergency number they are given before the children leave.

4.6. After the Illness/Injury Has Been Dealt with

Children should be informed of the incident and how it has been dealt with to prevent rumours and exaggerated information spreading. Notes may be sent to parents, if it is felt necessary, to ensure clarity.

Enquiries from the press should be referred to the Headteacher who will consult with the Chair of Governors and the LA before a statement is issued.

In the event of a major disaster, the LA will be informed and use made of counselling services provided. The LA would issue a National Statement after consultation with school and Governors.

Please also refer to Educational visits and trips.

5. EVACUATION IN THE EVENT OF A FIRE

Get out, Stay Out, Call the Fire Service: this is a simple strategy for fire safety

In the event of any fire, however small, the alarm should be sounded, the building evacuated and the Fire Brigade called.

The school Fire Plan will be followed.

Children and staff will leave the building via their class fire exits or the nearest available safe exit. The classroom door is closed by the last member of staff who leaves.

They will then assemble at the first designated assembly points either on the Birch Barn playground or the Netball Courts. Children will line up in Year Group order.

Registers are checked to ensure that everyone is accounted for.

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The Office Lead will bring the office iPad to be able to access Arbor registers online and the visitors log via Entry Sign to the assembly point.

The grab bag will also be taken out to the assembly point.

In the event that the assembly point is deemed unsafe then the children will be led to the Environment Centre, then to a third muster point if necessary where they will remain until such time as a decision is made by the Headteacher and emergency services.

No one is allowed to re-enter the building until the Officer in charge of the Fire Brigade has given permission.

An evacuation drill is carried out each seasonal term and recorded. Each room has instructions and meeting point with a map visually displayed by door.

6. BOMB WARNING

All warnings of a bomb on site should be treated seriously and the building evacuated as if for a fire, though it may be necessary to assemble further away from the building than normal. The further assembly point will be the Environment Centre.

The police should be notified and their arrival awaited before any search is instigated. A map will be available in the Grab bag.

The Area Planning Officer should also be informed following the Grab bag instructions.

After the search has been concluded, the Headteacher will consult the police before deciding whether to re-occupy the building.

7. PROCEDURE TO ADOPT IF AN AGGRESSIVE INTRUDER ENTERS THE SCHOOL (LOCKDOWN)

Steps should be taken to:

- Try and keep the intruder away from the children by talking to the intruder and offering to take them to the Headteacher
- Alert the Headteacher
- Call the police immediately if it is safe to do so.
- If the intruder cannot easily be contained, the coded message that has been agreed should alert staff but not alarm the children
- The **LOCKDOWN SECURITY PROTOCOL** should be followed

If you are not involved in the incident, but are close by or believe you may be in danger, you should - **Go In, Stay In, Tune In**:

- Go inside and stay away from doors and windows, lock external doors and shut blinds.
- Stay inside for as long as it is safe to do so
- SLT will tune in to the local radio, TV and internet news channels - local emergency responders will use these to give information

8. PROCEDURE TO ADOPT IF A CHILD LEAVES THE PREMISES WITHOUT PERMISSION

If the child is seen attempting to leave:

- Try to persuade them to stop and talk, but do not attempt to chase, as this could cause

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an accident.

- Alert another member of staff by sending a child for assistance.
- Inform the Headteacher.
- Try to follow the child at a distance but do not persist in this if it appears to cause distress and the child may run into the road
- The Headteacher/senior member of staff available should attempt to contact the parents so that they may come to meet the child or expect them to arrive home if that is where he or she appears to be going. Contact police as soon as parents have been informed.
- If the child arrives home, the parent should be encouraged to allow the child to calm down before bringing them back and/or coming into school to discuss what had prompted the child to leave.

If a child is discovered to be missing:

- Inform the Headteacher who will initiate:
 - a) a quick search of the premises and grounds
 - b) an attempt to elicit any known or relevant information from other children or adults who may be able to help
- If the child is not found on the premises, the parents should be contacted by the Headteacher (or most senior person available) to inform them of what has happened.
- If the child is not found quickly (or doesn't arrive home quickly) then the police should be informed.

9. CONTACT

The first priority of the school is to ensure the safety of children, staff and visitors. The emergency services will be contacted by the Headteacher, SLT or Office Lead who will remain in contact until the event is resolved. School staff will always work in consultation and under the advice of the emergency services. Up-to-date contact book for parents and staff can be accessed through Arbor. Up- to –date information for the LA is in the Grab Bag. It is located in the corridor outside the school office / HT & DHT office. Parents will be advised when the event has been managed.

Kent Emergency Planning for Schools will always be referred to and adhered to.

10. SCHOOL CLOSURE

If a school is evacuated it will need to close. The decision to close a school due to an emergency must be made by the Headteacher but advice can be sought from the Area Education Officer (Lee Round, South East) on 03000 412309 or 07824 306242 (mobile phone)

If your school needs to close due to an emergency, that closure can be published on www.kentclosures.co.uk. Please ensure you've registered in advance with the site and created a password that will be needed when 'logging' your closure online. Use this section of Appendix 3 to detail the email address and password needed to log into www.kentclosures.co.uk and post a school closure.