

This is a Category 1 Policy (Full Delegation)

This policy is in force until further notice from:	Summer 2024
This policy must be reviewed by no later than*:	Autumn 2025
Policy Author(s):	Matt Hassall
Date policy reviewed by Committee and Minute reference	Audit and Risk Committee: 4 July 2024



AST recognises that whilst the safety of pupils, staff members and visitors on the school premises is paramount, it is not always under our control.

In an emergency, staff members will endeavour to take all reasonable actions to ensure the safety of all those on site.

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An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to a point where normal conditions are not expected to be recovered for at least 24 hours.

Critical incidents include, but are not limited to, the following:

- The death of a pupil, staff member or governor

- A serious incident involving a pupil or staff member

This policy operates in conjunction with the Trust/school risk assessments and policies (that may include the following):

- Health and Safety Policy
- Lockdown and Invacuation Plans
- Adverse Weather Risk Assessment
- Educational Trips and Visits Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Fire Evacuation Plans
- Emergency Procedures Playbook

The CEO Designate is responsible for the implementation and coordination of the BCP, including:

- Supporting the Principal on coordinating with members of the Central Team.
- Ensure the school immediately contacts the emergency services, such as Police and/or Fire Services, if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Supporting the Principal with coordination of status reports/communication for the benefit of all audiences (including staff, pupils, parents, LA, DFE, and press).
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Head of Business Services for updates.

- Maintaining up-to-date records of critical incidents at the school.
- Ensuring that staff effectively understand the school's critical incident management plan.
- Ensuring that pupils are aware of the school's emergency evacuation procedures.

Co-ordinate the disaster response

- Organising and providing support for staff, pupils and others who have been directly affected.
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All first aid and medical treatment will be administered and recorded in line with the school's

The emergency services will be contacted and the following information will be given:

- The emergency services required
- Exact location of incident
- Number of casualties
- Number of injuries
- Location and phone number of where the call is being made from
- Any hazards which the emergency services may encounter on site

Where possible, the school will remain open and normal routine will be maintained.

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

Closure authorised by the CEO Designate and Principal on the basis that pupils with parental authorisation may make their way home by themselves. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.

- Parental authorisation can be provided by text message or email from a parental phone number which is already held on record
- Consider use of Places of Safety (as described below).

Notification of the school closure using the website (actioned by the Principal or other delegated school staff).

Recording the closure on the home page of the school website (actioned by the School).

Sending out text messages to all parents (actioned by the School).

In the event of a major incident on site requiring the school to be closed, pupils will initially assemble at identified assembly points. If these are not useable, or if the incident has made the school grounds unsafe, staff will escort pupils to the secondary assembly points.

These will be identified in each School.

If it becomes necessary to evacuate the site completely, pupils will be escorted to the off-site assembly point from where JTJET@.000008866 0 594.96 840 594.96 843 reW\* nBT/F3 12 Tf1 0 0 1 221.

The schools are insured through the Risk Protection Arrangement (RPA) scheme set up by the Department for Education for academies which covers the reinstatement value of the property.

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the DFE RPA underwriters. The Trun2 Tf1 E3 reW\*o9BT/F3 1

The \_\_\_\_\_ is responsible for ensuring that this information is reviewed on a regular basis and is updated to reflect changes in staffing details.

The school's internal communication systems will be used to alert staff members to a critical incident in the first instance, without alarming pupils unnecessarily.

Staff members, pupils and parents will be informed of critical incidents in the most sensitive way possible.

The parents of pupils who are directly involved in the incident will be contacted





	Potential to impact on results & attainment of Years 10-11 Pupils Impact on reputation Potential for complaints	GCSEs	Access to supply teaching staff Prioritise over KS3 at critical times if necessary. Pupils at KS4 have more time to catch up on any missed work	Utilise teaching resources from other schools in the MAT MIS data back- up off site so restore can take place.
	Potential to impact on results & attainment of Years 12-13 Pupils Impact on reputation Potential for complaints	A-Levels	Access to supply teaching staff	Utilise teaching resources from other schools in the MAT MIS data back- up off site so restore can take place. Meeting between safeguarding lead, deputies, pastoral managers and other appropriate TJ3 12 M 141.20

Harm to an individual  
Potential culpability  
Damage to reputation

Refer to Trust/school safeguarding policy.

		alternative arrangements for food preparation / free school meals / UFSM provision.		
ICT	No (or restricted) access to teaching materials Pupils unable to work online or use online resources Potential impact on performance of pupils and staff	Different key stages dependence on ICT varies. Loss would be more critical during online tests	Cloud backups in place	ICT Network Manager – reinstate by using back up
Extra-Curricular/ Wraparound/ Open Days	Disappointed pupils Missed opportunities to enhance learning for pupils Damage			




