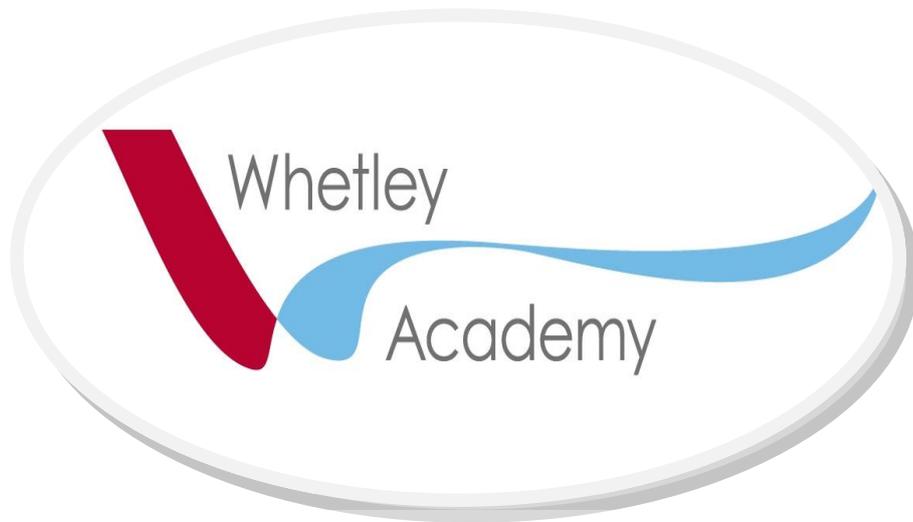


Whetley Academy Crisis Plan and Risk Management Policy



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1 Roles and responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Head of School and Assistant Principal.

The EAB delegates all responsibility for the management of such incidents to the Principal. It is the Principal's role to contact the EAB chair in the event of an emergency and keep them fully informed.

The Principal will identify key members of staff, who will form an Emergency Management Team and the Principal will communicate the names, roles and responsibilities of this team to the school staff. The Principal will, at his/her discretion amend this team as appropriate to any situation.

Emergency Leadership Team

Principal

In overall control of the incident and liaising with the media.

Head of School

Responsible for the immediate management of the incident, under the direction of the Principal. Assessing the nature and seriousness of the incident and informing the necessary authorities and services to manage the situation. This will involve liaising with school personnel, emergency services, council officers, etc.

Assistant Principal

Responsible for the immediate management of all students and staff, assisted by other leaders, under the direction of the Principal. Depending on the nature of the crisis, this could include the evacuation and supervision of pupils to the designated assembly points, the evacuation of the site, the movement restrictions around the building/site etc.

Business Manager

Under the direction of the Principal, is solely responsible for organising communications with parents/carers and other stakeholders.

Under the direction of the Principal will carry out all necessary tasks to ensure the smooth functioning of the team.

2 Suggested audience:

All staff

3 Related policies

This policy is part of a suite of policies which should also be referred to:

- Safeguarding Policy
- Child protection Policy
- Health and Safety Policy
- First Aid Policy
- Educational Visits Policy
- Fire Evacuation Policy

4 Whetley Academy Statement : ‘We are a Community serving the Community’

5 Introduction

A Crisis Management Plan has been developed to:

- prevent / minimise the loss of life / injury to all pupils, staff and visitors;
- swiftly inform emergency services and relevant organisations;
- take control of the incident until the emergency services arrive, thus minimising stress and discomfort;
- swiftly carry out measures to ensure actions by others following the original incident do not further damage school, its students or staff;
- fully support students and staff following any incident, so that they are able to return to fully participating in education at the school as soon as possible.

6 Types of Emergency

The Crisis Management Plan has been developed to respond to a series of emergency situations which the school may face, including:

- accidents or deliberate acts of violence;

- school fire or explosion.
- a pupil or member of staff being taken hostage.
- bomb or suspected bomb being discovered.
- health: medical condition or infectious condition/disease, e.g. Meningitis or Influenza.
- serious gas or water leak.
- death or serious injury of a pupil or members of staff.
- transport-related incident to students or staff which result in hospitalisation.
- severe weather: snow, storms etc.
- terrorist act which results in injury or death.

7 Preparation

In order to minimise the effect of any emergency, the school will thoroughly prepare to ensure that all emergencies are dealt with smoothly and efficiently, with the minimum of stress to pupils, staff and bystanders.

The establishment of an Emergency Leadership Team will be one of the first steps to be taken.

In the development of this plan, the emergency planning section of Teachernet has been used. www.teachernet.gov.uk/emergencies/index.html

- We will consult with all relevant services to ensure our plan is robust.
- We will carefully consider all possible scenarios and prepare comprehensive plans to resolve these issues.
- We will ensure that all appropriate risk assessments have been conducted, and any potential risks reduced to a minimum.

Implementation

The plan will be discussed with key staff who are nominated within the plan to ensure they are fully aware of their roles and responsibilities.

A staff meeting or part of a staff development session will be allocated to share this with all staff.

Training will be considered for appropriate staff, in relation to some of the main types of incident.

Support for staff and identification of ways of obtaining it will be considered.

The Senior Leadership Team will regularly review and update the plan.

Admin staff will be nominated to access personal files, to ensure information is always up-to-date.

Current lists of contact phone numbers will be available in hard and electronic versions – both staff and pupil details.

The Principal and nominated staff to keep a copy of the current crisis plan and appropriate contact details at home, as emergencies sometimes happen when the school is not occupied.

All staff will be instructed not to give interviews or comments to the media. We will ask staff to direct all media enquiries to the Principal

An emergency resource bag has been prepared. It is stored centrally with the Full Time First Aider and updated on a regular basis. It contains:

- contact numbers for all pupils, Emergency Leadership Team, key agencies etc.
- list of pupils who have medical conditions; (updated at least half termly).
- class lists.
- first-aid kit.

This bag must be located centrally and securely so that it can be brought out for every emergency by the Full Time First Aider.

9 Communication

The importance of having clear lines of communication to all stakeholders and external agencies, including the media must not be underestimated.

It is the role of the Business Manager to ensure that staff and resources are allocated which allow information to be distributed without hindrance to all parties. E.g. mobile phones allocated to the Senior Leadership Team.

10 Land-line telephony

It is likely that pressure will be placed on the school switchboard lines, which could hamper the ability of the school to receive and send information. Mobile phone numbers for the Principal and key staff should be used.

11 Mobile phones

In the event that the school may have to be evacuated, mobile phones will be needed. It is advisable that all members of the Emergency Leadership Team have school-sourced mobile phones, which are kept fully charged for emergencies. The numbers of these phones should be entered into the memories of the phones when first purchased, to ensure ease of contact.

12 Briefings

The Principal should consider providing scripts on a regular basis for administration staff who are manning the switchboard.

A dedicated area of a staff notice board or e-mails will be identified to keep staff updated. The school website may be used for information sharing if appropriate

All information should be factual: Time and location of incident; Numbers of students and staff involved (no names); Summary of action taken. Staff should not be drawn into speculation, just stick to the facts. Provide the time of next update.

All media coverage should be monitored for accuracy and any inaccuracies corrected.

13 Pupils' mobile phones

Students should be strongly discouraged from using personal mobile phones to ring parents/carers or others.

14 Local radio stations and school's texting service

In the event of any emergency, we will make full use of local radio stations and the school's texting service to communicate effectively with all families and other stakeholders.

15 Emergency Cascade/Telephone Tree System

If the school cannot be opened for whatever reason, utility failure, severe weather, etc., an emergency cascade system will be used. Starting with the Principal at the top of the cascade, s/he communicates with the Vice Principal and other designated senior staff who in turn will communicate with designated colleagues, known as the Telephone Tree. A plan of who is to contact who, for all staff in the school, is drawn up by the Admin Team. Telephone numbers are checked and listed (both mobile and land lines), so that in a very short time all members of staff will have received a clear message about the status of the school.

16 Monitoring and Evaluation

The school will develop an annual action plan to implement its plan for crisis management which will be led by the Principal, monitored by the Senior Leadership Team. A progress report will be presented annually to the governing body.

Approved by Governors and Review Date

Responsibility for reviewing this policy rests with the Principal.

This policy will be reviewed annually and will be amended in line with current best practice and changes to DFE, HSE and ATB policies.

This policy has been formally approved and adopted by the EAB

Date: Autumn 2016

Review date: Autumn 2017