

EMERGENCY INCIDENT POLICY

Although the school takes all steps to ensure all actions are carefully planned and risk assessments are carried out for all trips, there are occasions when unforeseen events occur. This policy, along side the NYCC School Incident Response Guide, sets out guidance for staff if faced with an incident.

UNAVOIDABLE TRIPS INCIDENTS

All school trips are planned in line with the Educational Visits Policy. Staff are aware that all steps must be taken to ensure that children are safe at all times. There may however be a number of incidents, which occur that may affect the trip and need unforeseen steps to be taken. These range from illness or accident to a child or member of staff or problems with transport.

If an incident occurs the following steps should be followed:

1. There must always be more than one member of staff on a visit.
2. Whenever possible staff should carry a mobile telephone.
3. The lead teacher must establish the nature and extent of the emergency.
4. The lead teacher must make sure all members of the party are accounted for and are safe.
5. If there are injuries immediately establish their extent as far as possible and administer appropriate first aid.
6. Establish the names(s) of the injured and call whichever emergency service is required.
7. Inform other party staff of the incident and that the emergency procedures are in operation.
8. The Head Teacher should be informed immediately of the extent of the incident and any action taken.
9. Wherever possible a member of staff from the party should supervise throughout and arrange for the early return to school.
10. If any members of the party require hospital treatment, an adult should accompany them. If appropriate a second staff member should remain and liaise with the emergency services until the incident is over and all pupils are accounted for.
11. All contact is to be controlled by the Head Teacher; no pupil should be allowed access to the telephone. The Head teacher or Chair of Governors will control all contact with parents or media. The school will then follow guidance in the NYCC School Incident Response guide.

DELAYS TO TRIPS

Sometimes problems occur to the timing of trips due to hold-ups or breakdowns.

1. Any delay to a trip must be reported to the school as soon as possible. If the delay will result in late arrival home of more than 15 minutes, the Head Teacher or Office Manager will make contact with Parents/taxi Company.
2. If problems occur on the outward journey the lead teacher must either contact the proposed venue to inform them of the delay or cancellation, or the school so they can inform the venue. The lead teacher will make decisions as to whether the visit can continue with changes or if it has to be aborted. The Head Teacher should be informed of any changes to the itinerary.

UNAVOIDABLE SCHOOL CLOSURES

The school will endeavour to give parents as much notice as possible of any necessary closure. The school will remain open if at all feasible. Should it become necessary to close the school the following steps will be taken:

CLOSURE DURING THE SCHOOL DAY

1. The NYCC School Incident Response Guide will be followed and a log kept.
2. If the school premises are unsafe, the Village Hall will be used as a venue.
3. Notices will be placed on all entrances informing parents from where pupils may be collected.
4. Parents will be contacted to collect their child.
5. Children will only be allowed to leave with their parents or friends/neighbours if parents give permission by telephone.
6. Staff will remain on site until all pupils have been collected.

LESS THAN 24 HOURS NOTICE

1. If the school is closed the following day, children will be issued with a letter explaining the reasons why and how long the closure will last. Details regarding how parents will be informed of the re-opening will be outlined in the letter.
2. If the school closure takes place overnight or during a weekend, parents will be informed by telephone by school staff or through an agreed cascade system as outlined in the appendix.
3. Local radio stations will be informed.

ADVANCE NOTICE OF CLOSURE

All efforts to keep the school open will be taken and other possible venues will be explored. Parents will be kept informed via telephone, email and website

CRITICAL INCIDENT

Critical incidents are rare and varied. Each incident is different. If such an incident occurred at Great Smeaton School, staff will follow the flow chart. Often such incidents will require an immediate response from staff before help can be sought. In such cases staff will:

1. Aim to remain calm and controlled.
2. Ensure pupils and other staff are safe and if necessary isolated.
3. Contact with emergency services will be made (if required).
4. In the case of an intruder, staff should not approach them alone.

In all cases a log of events will be maintained. The Chair of Governors will be informed as soon as possible and the LEA kept informed.

Signed

Date