

Mapledown School



Working and Learning Together

Mapledown School

Emergency Plan

Date plan last reviewed: SEPTEMBER
2024

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Contents:

[Statement of intent](#)

1. [Contact details](#)
2. [Roles and responsibilities](#)
3. [Types of emergency](#)
4. [Policies, procedures and risk assessments](#)
5. [Training](#)
6. [Immediate actions in a 'level 1' emergency](#)
7. [Immediate actions in a 'level 2' emergency](#)
8. [Next steps in an emergency](#)
9. [School closure](#)
10. [Continuity of education](#)
11. [Safeguarding and pupil wellbeing](#)
12. [SEND support](#)
13. [Workforce](#)
14. [Communication](#)
15. [Media management](#)
16. [Insurance](#)
17. [Monitoring and review](#)

Appendices

- A. [Definition of 'vulnerable pupils' and 'critical workers'](#)
- B. **Emergency Alerts System**
- C. **Lockdown Protocol**

Statement of intent

Mapledown School is committed to providing top-quality education for all of its pupils under all circumstances, and to ensuring the health and safety of all members of the school community. As such, we have a number of policies in place to prevent emergency incidents wherever possible; however, we recognise that on rare occasions, emergency incidents will be unpreventable or may still occur despite our best efforts to manage the risk.

The aim of this plan is to ensure that any such emergencies can be handled quickly and efficiently, ensuring that minimal harm or damage is caused to individuals and the school itself, that all members of the school community can continue to feel supported by the school, and that high-quality education can continue to be provided for all pupils.

This plan does not replace or override specific procedures outlined for specific emergencies; it is intended to provide an overview of the principles to which the school will adhere in its approach to emergencies, the initial actions that will be taken when any emergency occurs, and the procedures we will follow to ensure all pupils can continue to receive the same level education, support and protection that we offer under normal circumstances.

1. Contact details

The school will enable efficient and effective communication amongst members of the school community by ensuring that important contact details that may be needed in an emergency situation are available to all members of the school community.

The following contact details will be provided for all staff members, and will be published on the school website:

School details	
Name of school	Mapledown
School address	Claremont Road - NW2 1TR
School office contact number	020 8455 4111
School office email address	office@mapledown.barnet.sch.uk
Name of headteacher	Sandra Chaaya (Key Holder)
Headteacher contact number	07912539286 - 020 8457 8730 - 020 8375 3305
Headteacher email address	head@mapledown.barnet.sch.uk
Chair of governors contact number	07581463971
Chair of governors email address	chair@mapledown.barnet.sch.uk
Emergency services information	
Name of LA	Barnet
LA contact number	020 8359 2000 - bels@barnet.gov.uk
LA Chief Executive and Director of Education and Learning	Neil Marlow 020 8359 7725 07961 081 977 Neil.Marlow@Barnet.gov.uk
Name of nearest hospital	Royal Free Hospital
Contact number of hospital	020 7472 6446
Emergency services contact number	999
Non-emergency services contact number	111

The local health protection team (HPT)	North London HPT 61 Colindale Avenue London NW9 5EQ 0300 303 0450 phe.london.region@nhs.net
--	--

School staff will be aware of the following information when calling emergency services, and will ensure they are able to request the appropriate service when asked:

Service	Reason
Police	<ul style="list-style-type: none"> ● Fatality ● Assault or sexual assault ● Siege, hostage situation or firearms incident ● Disappearance of pupil ● Bomb threat ● Damage to building or equipment ● Motor vehicle collision or impact in school building ● Impact by equipment, machinery or aircraft ● Natural hazards
Ambulance	<ul style="list-style-type: none"> ● Serious injury ● Serious illness ● Mass casualty (alongside police dependent on nature of cause)
Fire	<ul style="list-style-type: none"> ● Fire on school property ● Flood on school property

The following staff members will be aware that they may have distinct roles to play in the event of an emergency, and will ensure that they are contactable via the contact details below at all times during emergency situations, wherever possible.

These details will be updated at least **annually** – staff members will notify the headteacher where their contact details have changed as soon as possible. All staff members will be expected to ensure the following contact numbers, as well as the contact number for the headteacher, are saved into their mobile phones in case an emergency occurs.

Role	Name	Email address	Contact number
Lead first aider	Lisa Lewington/ Mili Nangla	lisa.lewington2@nhs.net mili.nangla1@nhs.net	07738934425
Health and safety officer	Sandra Chaaya/Caroline Garvey	head@mapledown.barnet.sch.uk deputy@mapledown.barnet.sch.uk	07912539286 020 8457 8732

Caretaker	Steve Parker		07474681163
DSL	Sue Hart Sandra Chaaya	suehart@mapledown.barnet.sch.uk head@mapledown.barnet.sch.uk	020 8457 8735 07912539286
Deputy DSL	Caroline Garvey	deputy@mapledown.barnet.sch.uk	020 8457 8732
Safeguarding Officer	Charlotte Abley	charlotte@mapledown.barnet.sch.uk	020 8457 8732
Designated teacher for LAC	Sue Hart	suehart@mapledown.barnet.sch.uk	020 8457 8735
CWD Team 0-18 Children & Families	Lilly Amponsah Charity Mhlaba Duty	Lilly.Amponsah@Barnet.gov.uk Charity.Mhlaba@Barnet.gov.uk	020 8359 5796 020 8359 3795 020 8359 5608
Transition Team BLDS 18-25	Nina Manieson Duty	nina.manison@barnet.gov.uk	020 8359 5725 020 8359 5302
SEN Transport	Ricky Rebello	ricky.rebello@barnet.gov.uk	020 8359 5116

Other important contact details for emergencies are listed below:

Name of individual or organisation	Role	Contact number or email address
Health and Safety Executive	H&S	020 7556 2100
LB Barnet H&S consultant for Education		020 8359 7450
Kent county council	Gas Board	laserenergy.org.uk gas leak call 0800111999
Kent county council caretaker house Eon	Electrical Board	laserenergy.org.uk 0800 028 0247 call 105 in case of power cut electrician Pete-07958066210
Castle Water	Water Board	01250718700 water leak 0800820999
Barnet Pool	Hydro pool support	07734454697 01707690903
Banham Security	Alarms	020 7627 0344
Harling	Gates	0845 177 0540
T&D Barrs	Plumbing and Heating	07850 216 567 01992 217 002

2. Roles and responsibilities

The governing board will:

- Oversee the health, safety and welfare of staff, pupils and visitors in the school.
- Support the headteacher to review and update this plan in response to any changes to the circumstances or environments of the school, and at least **annually**.
- Work with the headteacher to make decisions on courses of action in response to an emergency.
- Support the school in developing and implementing short- and long-term responses to specific emergency situations.
- Support the school in reviewing its responses to any emergency incidents that occur, and using the knowledge learned to amend plans for handling emergencies in the future.
- Secure training for all staff on emergency responses and procedures, including more in-depth and extensive training for the headteacher and members of the senior incident response team.

The headteacher will:

- Lead the school in following identified emergency procedures in the event of an emergency.
- Work with the governing board to make decisions on courses of action in response to an emergency.
- Review and update this plan wherever necessary and at least **annually**.
- Ensure that communication between the school and the community about the response to an emergency is quick, efficient and reassuring.
- Selecting a senior incident response team to support them in the leading of responses to emergencies.

The senior incident response team will:

- Undergo specific training on leading an emergency.
- Work under the direction of the headteacher to lead the school's initial and ongoing response to an emergency.

The DSL, or deputy DSL in the DSL's absence, will:

- Be contactable at all times during their working hours throughout an emergency situation to deal with any safeguarding concerns.
- Oversee the safeguarding procedures during an emergency situation to ensure that the school can continue to safeguard and promote the welfare of children at all times.

The senior mental health lead will:

- Nurture a whole-school approach to prioritising wellbeing and talking about mental health during and/or in the aftermath of an emergency situation.
- Ensure that pastoral care and mental health support, both internal and external, is secured for all those who need it during and/or in the aftermath of an emergency situation.

The Leadership team and Teachers will:

- Ensure that pupils are supported throughout emergency situations in ways that are appropriate to their needs.
- Advise the headteacher on reasonable adjustments that need to be made to this plan or any specific emergency procedures to accommodate the needs of pupils with a PEEP.

The health and safety officer will:

- Support the headteacher in undertaking health and safety risk assessments in the aftermath of an emergency where necessary.
- Work with the headteacher to develop specific procedures for particular emergency situations.
- Conduct risk assessments for the prevention of emergencies, using any emergency situations that occur to inform control measures moving forward.

The site manager will:

- Be responsible for securing the site to prevent unauthorised access, e.g. of members of the media, where necessary.
- Ensure that emergency services are given access to necessary areas of the school.
- Respond to activated emergency alarms outside of school hours, where possible.

The lead first aider will:

- Be responsible for coordinating the first aid provision in the event of an emergency.
- Ensure that all individuals who need first aid support in an emergency situation have received it.

Administrative staff will:

- Maintain effective communication with parents and other stakeholders under the direction of the headteacher in the event of an emergency.

3. Types of emergency

For the purposes of this plan, “**emergency**” is defined as a serious, unexpected, and often dangerous situation requiring immediate action, which risks the health and safety of pupils, staff, parents or other stakeholders and/or has the potential to significantly disrupt the continuity of pupils’ education.

Emergency events covered by this plan include, though are not necessarily limited to:

- Public health incidents, e.g. a significant infectious disease incident.
- Severe weather, e.g. flooding.
- Medical emergencies, e.g. serious injury to a pupil or member of staff.
- Fatalities in the school community and/or on the school premises.
- **Emergency alerts (see appendix B)**
- Life-threatening damage to property, e.g. severe fire.

- Criminal activity, e.g. bomb threat, intruder - [see lockdown protocol, appendix C](#)

This plan has been designed to cover all potential emergencies listed above and any other emergency situation that meets the definition above.

There are also a number of levels of emergency:

- **Level 0** – emergencies which may disrupt the provision of education but are not likely to cause immediate threats to the health and safety of members of the school community. This includes adverse weather, industrial action, minor property damage and failures of school systems, e.g. the heating system. These emergencies will largely be handled by [school closure](#).
- **Level 1** – emergencies localised to the school premises which disrupt the provision of education and pose a significant risk to the health and safety of members of the school community; these emergencies may be life-threatening. This includes violent and/or armed intruders on school premises, fire, gas leaks, and major property damage such as flooding. These emergencies will be handled in line with the [Immediate actions in a 'level 1' emergency](#) section of this plan.
- **Level 2** – major emergencies on a community, regional or national level. This includes terrorist action, significant civil unrest, factory explosions, and viral epidemics or pandemics leading to national alert. These emergencies will be handled in line with the [Immediate actions in a 'level 2' emergency](#) section of this plan.

4. Policies, procedures and risk assessments

Policies and procedure

The school has a number of policies and procedures in place which outline the measures the school has implemented to prevent emergency situations occurring wherever possible, and outlining the specific procedures to follow in the event that particular emergency incidents do occur.

The relevant policies and procedures are as follows:

- | | |
|----------------------------------|------------------------------|
| ● Fire Safety Policy | ● Full Lockdown Procedure |
| ● Fire Safety Strategy | ● Bomb Threat Policy |
| ● Lockdown and Evacuation Policy | ● Asbestos Management Policy |
| ● Evacuation Procedure | ● Infection Control Policy |
| ● Partial Lockdown Procedure | ● COSHH Policy |
| | Adverse Weather Policy |

All of the above policies will be provided to relevant staff as part of their induction, and will be available upon request for anyone else from the [school office](#).

Risk assessments

In line with the school's duties under The Management of Health and Safety at Work Regulations 1999, the school will develop risk assessments to address all risks to the health and safety of pupils, staff, governors, and visitors to the school site.

The headteacher will also ensure that risk assessments have been conducted taking account of the layout of the school, including evacuation routes.

5. Training

All staff members who work on the school site will receive **annual** emergency training relevant to their role. This will include an overview of each staff member's responsibilities and role in a number of different emergency responses, including evacuation, lockdown, school closure, parent support and engagement with emergency services.

Training will also be ongoing throughout the year in the form of the following drills:

- **Half termly whole-school evacuation drills, e.g. fire alarm**
- **Annual whole-school lockdown drills**
- **Annual staff random emergency response drills on INSET days**

Feedback will be provided to staff members by the headteacher following any drills completed, and evaluations of overall school performance in drills will be used to inform future practice, including changes to policies and procedures.

The senior incident response team will undergo more extensive training on a **termly** basis to ensure they can assist the headteacher in leading emergency responses.

6. Immediate actions in a 'level 1' emergency

During the school day

Where an emergency occurs during the school day, i.e. during school hours where pupils and staff are on the premises in full attendance, staff will adhere to the following procedures:

- The first staff member to become aware of the emergency will establish a basic overview of the incident, including the nature of the incident, whether there are any casualties, and whether there is immediate danger to individuals' safety.
- Where there is immediate risk to safety and evacuation is required, e.g. in the event of fire, the staff member will activate fire alarms and begin following the Evacuation Procedure. The staff member will call the emergency services immediately, where necessary, on 999.
- Where there are casualties, the staff member will notify the lead first aider on the premises of the nature of the situation and the location of the emergency by **telephone**. Where an individual is seriously injured, the emergency services will be called. Where the staff member is first aid trained, they will begin administering first aid, where necessary and possible in the circumstances – staff members who are not first aid trained will not attempt to administer first aid.
- Where the first staff member to become aware of the emergency is not the headteacher, the staff member will alert the headteacher immediately. Where the headteacher is absent, the deputy headteacher will be contacted.

- Upon notification of the emergency, the headteacher will notify all staff of the emergency via fire bell and will begin leading the school in the correct emergency procedure where this has not already commenced, e.g. evacuation or lockdown.
- The headteacher will be responsible for ensuring all individuals are accounted for, and that they are safe and well, in the aftermath of discovering the emergency – the senior incident response team will support the headteacher in this under the headteacher's direction.
- The lead first aider will be responsible for ensuring that any individuals who need medical attention have received first aid and that an ambulance has been called where necessary. Where individuals requiring medical attention are pupils, the lead first aider will direct a member of staff to contact the pupils' parents and notify them of the situation as soon as possible. Where there has been a fatality, the headteacher will liaise with the police about informing next of kin.
- The headteacher, supported by the senior incident response team, will give regular briefings to staff, and will update pupils where necessary.
- The headteacher will ensure that actions are being taken, e.g. by emergency services, to handle the emergency situation and prevent further damage or harm where possible.
- A member of the senior incident response team will ensure that a log is kept of the initial actions taken in response to the emergency.

During events or services outside of school hours

The headteacher will be informed of the senior incident response team on the premises during all out-of-hours events and services, including:

- Out-of-school clubs, e.g. clubs.
- Events involving members of the wider school community, e.g. live pupil concerts with audiences comprised of parents and community members.

This member of the senior incident response team will be aware of their responsibility to take the lead in the event that an emergency occurs during the event or service for which they are the designated senior staff member.

Where an emergency takes place during such an event or service, the same procedure as [during the school day](#) will be followed, alongside any specific procedure for a particular emergency incident. If the headteacher is not the designated senior staff member and is not on site at the time of the emergency, the designated member of the senior incident response team will undertake the headteacher's assigned actions in their absence until such time the headteacher is able to arrive on site.

As part of their [training](#), staff members will be given advice on leading parents and members of the wider community in an emergency.

Off-site emergencies will be managed in line with the Off-site Emergency Plan and Risk Assessments.

Outside of the school day

Where an emergency occurs outside of the school day, i.e. outside of school hours where no pupils and staff are on the premises, or minimal staff members are on the school premises, staff will adhere to the following procedure:

- The site manager will respond to activation of emergency alarms outside of school hours, and will travel to the school site wherever possible and necessary to survey the emergency.
- Where the emergency services are required and have not already been called, the site manager will call the emergency services.
- The site manager will establish a basic overview of the incident, including the nature of the incident and the extent of any property damage, and will contact the headteacher and the senior incident response team, where appropriate, to inform them of the nature of the emergency.
- The site manager and headteacher will liaise with the emergency services, and will support them in their efforts to manage the emergency response.

7. Immediate actions in a 'level 2' emergency

The school will work closely with the following external bodies to manage level 2 emergencies where appropriate and relevant:

- The LA
- The local health protection team (HPT)
- The local police
- Any other relevant agencies as identified and signposted by the government or any of the above bodies

The school will implement any advice from these teams in handling the emergency as it occurs and will not take action until such advice has been secured. Where the advice received involves commencing a specific school procedure, e.g. lockdown, the headteacher will lead the school in doing so, supported by the senior incident response team.

The headteacher will ensure they are up-to-date with any government guidance and advice released in relation to the emergency, and will work with the governing board and the senior incident response team to ensure the school is compliant with this guidance and advice as soon as possible.

8. Next steps in an emergency

The headteacher, governing board and senior incident response team will continue to manage the emergency in line with any external advice, e.g. from the government, HPTs or the local police.

The headteacher will allocate tasks amongst the senior incident response team as the need arises. The senior incident response team will update the headteacher regularly on the status of any tasks they are carrying out. If the emergency response is set to last for a significant amount of time, the headteacher will consider whether it is appropriate to rotate staff members' duties to ensure they can work effectively and maintain alertness.

The headteacher will ensure that parents are given regular updates on the status of the emergency, and that appropriate communication takes place with external individuals and organisations in line with the [Communication](#) section of this policy. Any interest from the media will be handled in line with the [Media management](#) section of this policy.

Once the emergency response is underway, the headteacher will notify the chair of governors where they have not already been notified. The headteacher will work with the governing board and any relevant members of staff to assess how long the emergency will take to be managed and whether it is safe to resume offering education on the premises, in line with the [School closure](#) section of this plan.

The school will continue to operate with any emergency services that are engaged in the emergency response. The site manager will ensure that emergency services are permitted full access to any areas of the school site they need. The headteacher will provide accurate and up-to-date information to emergency services where needed, and will facilitate conversations between these services and pupils, staff and/or parents where appropriate.

9. School closure

The school will endeavour to keep the school open to all pupils for face-to-face learning as far as is reasonably possible, and will view any limitations to on-site attendance, including partial and full closure of the school, as a last resort.

Decisions on whether to close the school will be made between the governing board and the headteacher. Where possible, decisions on school closures will be made before **7:00**; however, closures may also have to occur during the school day on rare occasions. Where any decision is made to close the school, this decision will be recorded alongside the reasons for the judgement and stored with any relevant risk assessments or documentation which informed the decision. This record will be signed by all parties involved in making the decision, including the headteacher and the chair of governors.

The headteacher will ensure that parents and staff are informed of the decision to close the school in line with the [Communication](#) section of this plan.

Where school is closed during the school day, the following procedure is followed:

- The headteacher will contact the school's transport provider to ensure that transport is arranged for pupils who travel to school on dedicated school transport.
- Class staff, including at least two members of the senior incident response team, as well as the headteacher, will remain on the school site with pupils requiring collection until they have been collected. Staff members who have a good reason to leave the school, e.g. there is a severe weather warning and they have a long drive to return home which may become too dangerous as the day progresses, will not be asked to stay on the school premises. Staff members who are not required to stay on the premises will leave the premises immediately unless they volunteer to stay and help with the emergency response.

Where the school closes before the school day has commenced, the following procedure will be followed:

- The headteacher and one other staff member will stay at the school site to ensure that any pupils who have not been reached in time are informed of the emergency and the decision to close the school as they arrive, and their parents informed.
- Where pupils require collection, or cannot return home, e.g. because their parents have since left for work, the headteacher will contact their parent via telephone to inform them of the decision to close the school and will wait with the pupils until the last pupil has been collected.

Failure of school systems

Where a vital school system, e.g. the heating system, has failed, the headteacher and governing board will assess whether the conditions within the school remain suitable, appropriate, safe and fair for their employees and children to continue on the premises. This may involve a risk assessment, and will take into account factors such as:

- Whether any statutory or good practice conditions, e.g. minimum or maximum recommended working temperatures, are breached.
- Whether the failed system disadvantages particular pupils or staff disproportionately, e.g. due to a protected characteristic.
- Whether the failure of the system renders the operational aspects of keeping the school running smoothly impossible, unsafe or more difficult than is reasonable, e.g. power cut rendering hoists and systems inoperable.
- Whether the failure of the system compromises the ability of staff to keep pupils safe.

Severe staff shortage

Where control measures to cover staff absence, e.g. those outlined within the 'Workforce' section of this policy, are not possible, or are not sufficient to manage the levels of staff absence, the school will move to partial closure, where vulnerable pupils and children of critical workers will be educated on site by remaining staff – other pupils will be sent home and their education managed in line with the [Continuation of education](#) section of this policy.

Where the school site has become a crime scene

Where the school site has become a crime scene following an emergency, the headteacher will be responsible for clearing all individuals off the school premises as soon as possible in line with advice from the police and/or fire and rescue services.

The headteacher will work with the police and will provide them with all necessary information to help their investigation and ensure that the school site can reopen as soon as possible.

The headteacher and governing board will not reopen the school or allow anyone back on to the school premises until they are given explicit permission to do so by the police, to ensure that no investigations are hindered.

Severe weather

The headteacher and governing board will review weather forecasts in response to reports of incoming severe weather, and will liaise with the LA, Barnet Transport and other schools in the local area when making decisions related to school closure.

The school will close temporarily in the following circumstances:

- A severe weather incident has made the school building inaccessible or dangerous to inhabit.
- The repercussions from a severe weather incident, e.g. a flood, mean that reparative work must be undertaken on the school building, and such work poses significant risk to the health and safety of pupils, staff and visitors.
- The school has been advised to close by a government authority.
- Any travel is being strongly discouraged by weather services and/or the government.

Health and safety risks on the school premises

The headteacher and governing board will consider whether remaining on the school site poses any significant risk to the health, safety or wellbeing of individuals, and will assess whether risk to health, safety or wellbeing of pupils and staff posed by potential school closure is of a comparable level or is more significant. The headteacher and governing board will also consider whether action can be taken to mitigate any significant risks to a level that means the risk is no longer classed as significant.

Where there is not found to be a significant risk posed to the health, safety or wellbeing of pupils, the school will remain fully open. The headteacher will record the decision to keep the school fully open, as well as the reasons for the decision.

Where significant risks have been identified, but control measures could reduce the risk to a level not considered significant, or could fix the risk entirely, the headteacher and governing board will consider closing the school temporarily, e.g. for half a day, in order to grant sufficient time to properly implement the control measures. The school will ensure that any relevant contractors or agencies needed to implement these control measures are contacted immediately. While the school will by no means rush the proper implementation of control measures, the school will aim to ensure work can be completed as soon and as quickly as possible to ensure the school's closure has minimal impact on the continuity of pupils' education. The school will then open fully from the start of the next school day after work has been completed.

Where significant risk has been identified, and control measures cannot be implemented immediately or sufficiently to adequately mitigate risk to health, safety or wellbeing, the headteacher and governing board will consider school closure.

10. Continuation of education

The school is committed to ensuring the continuation of education even in the event that the school must close, either partially or fully, and remote education will be provided for pupils where such closure occurs in line with the Remote Education Policy.

When considering school closure, the headteacher and governing board will consider whether it is possible to continue educating vulnerable pupils and children of critical workers on site. These pupils will **always be given priority** whenever restrictions to attendance are implemented in response to an emergency situation. The school's definitions of 'vulnerable pupils' and 'critical workers' are laid out in [Annex A](#).

11. Safeguarding and pupil wellbeing

Ensuring safeguarding arrangements remain effective during periods of restricted attendance will remain a key priority in the event of an emergency. The school will continue to follow the Child Protection and Safeguarding Policy during an emergency, including where pupils are being educated at home.

The school will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they continue to take immediate action in line with the procedures outlined in the Child Protection and Safeguarding Policy.
- A DSL or deputy DSL is always available and contactable.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, is available to contact at all times. In addition, the headteacher will support the DSL in coordinating safeguarding on-site during emergencies.

The DSL and senior mental health lead will work together to implement a whole-school approach to the promotion and protection of pupil's mental health, wellbeing and safety during, and in the aftermath of, an emergency. Pupils exhibiting signs of mental health or wellbeing issues will be referred to the DSL, who will liaise with the senior mental health lead to ensure that they are given appropriate pastoral care and external support where appropriate in line with the Pupil Wellbeing Policy.

12. SEND support

All pupils at Mapledown have an EHC plan. Although the school aims to do all that it reasonably can to ensure that the needs of every pupil continue to be met throughout any emergency, and that each EHC plan's provisions are maintained in full wherever possible, it recognises that accessing learning remotely is difficult as pupils will require full support from parents and carers, and may not respond to virtual classrooms. The Leadership team will liaise with the LA, the pupils and their parents in the event that they are concerned the school may not be able to meet some of its duties outlined in the EHC plan due to the impact of the emergency situation – alternative arrangements will be agreed upon wherever possible to ensure the pupil can still be supported as far as possible.

The headteacher and leadership team will ensure that parents of pupils are kept updated on the ways in which the emergency may impact their child's education and support, and that parents are given the opportunity to give feedback and ask questions about their child's care.

The headteacher will ensure that the needs of all pupils are considered in all specific procedures for particular emergencies, e.g. that PEEPs are completed for all pupils.

Where the emergency is likely to be long-term, the school will conduct individual risk assessments to ensure control measures can be implemented to ensure the situation does not have a disproportionately adverse impact on pupils.

13. Workforce

Staffing shortages

Where the school is facing a severe shortage of staff, e.g. due to severe weather conditions limiting travel or an outbreak of an infectious disease, the headteacher and governing board will consider the following options in the first instance:

- Temporarily mixing groups of pupils who would otherwise be educated separately.
- Temporarily relaxing staff:pupil ratios to allow for classes to be merged.
- Allowing staff to work from home, e.g. having teaching staff educate on-site and off-site pupils through blended virtual meetings with on-site pupils supervised by qualified support staff.
- Making use of agency workers and other temporary staff.
- Working with other schools in the local area, e.g. to share staff or merge classes.
- Working with the LA, where possible, to identify appropriate alternative provision.

Where severe staff shortages prevent the safe continuation of extracurricular activities, the activities will be postponed until further notice. The school will generally not cover extracurricular activities with other staff.

During periods of staff shortage, the headteacher and governing board will consider implementing adjustments to working arrangements, e.g. changing the way staff are deployed, to reduce the impact on the workload of individual staff members.

Staff wellbeing

The governing board will ensure that there is wellbeing support in place for staff members to cope with an emergency and its aftermath, in line with the Staff Wellbeing Policy. Staff members' line managers will establish regular check-ins with them in the aftermath of an emergency – or during the emergency if it is prolonged, e.g. in the event of a serious public health incident – to make sure they are coping and aid them in procuring support, whether internal or external, where appropriate.

Where an emergency situation has caused staff shortages, staff members will be supported to ensure that there is not a disproportionate impact on individual staff members' workload. Staff members will have regular catch-ups with their line managers to discuss the impact of the emergency situation on their workload and to flag any workload-related wellbeing issues, e.g. stress. Where a staff member is showing signs of stress, the headteacher will work with the governing board and the staff member's line manager to reduce their workload to manageable levels and will consider if possible adjustments to their working arrangements to ensure they can recover, e.g. flexible working hours or remote working.

Where an emergency situation has been traumatic for staff members, the school will support them to access mental health support and will work with them on an individual basis to make adjustments to their working arrangements to accommodate recovery from trauma, e.g. mental health appointments or leaves of absence.

Where the emergency situation has resulted in a death within the school community, e.g. of a fellow staff member or pupil, staff will be supported to access bereavement support and individual cases will be handled in line with the Bereavement Policy.

14. Communication

Where an emergency has taken place during school hours, the headteacher will ensure that parents are notified as soon as is appropriate, bearing in mind that there is no one-size-fits-all approach to communication in an emergency situation. The headteacher and the chair of governors will work together to decide at which point all parents should be notified, taking into account the severity and sensitivity of the emergency and any policies outlined in specific procedures for particular emergency incidents. In general, parents will be notified as soon as possible.

Where there has been a fatality, the headteacher will not notify the next of kin of the victim(s), and will instead liaise with the police to ensure that they are informed in an appropriate way which is sensitive and does not compromise any ongoing investigations.

Where the emergency has taken place outside of school hours, the headteacher will ensure that parents and staff are notified about the emergency before the start of the next school day.

The headteacher will communicate the details of the emergency incident via a school text initially, followed by a letter and email to parents, staff and stakeholders which will summarise:

- The nature of the emergency.
- Details of any property damage.
- Whether there were any injuries or fatalities.
- The school's immediate response to the emergency.
- How the school is handling the emergency in the long-term.
- How the school plans to mitigate the risk of similar emergencies occurring in the future.
- How to contact the school with questions or concerns.

Where an emergency has occurred during the school day and the school is required to close, the headteacher will ensure that:

- The senior incident response team is notified of this decision immediately and disseminates the information to other school staff.
- Parents are notified of this decision through the school's text messaging service as soon as possible.
- The school website is updated to reflect the decision.

Where the school is facing short-term closure, the headteacher will ensure that staff and parents are notified each school day by 7:00am whether the closure will continue for that day via the school's text messaging service. Where the school is facing longer-term closure, the headteacher will send weekly updates to parents and staff about the status of the school

closure via the school's text messaging service and emails, and will inform them one week before the school is due to reopen.

15. Media management

The site manager and members of the Leadership Team will coordinate the effort to ensure that no media access to the school site is given during an emergency. The headteacher will request support from the police to ensure that media can be kept fully off the school site, and will designate a specific off-site area for the media that is sufficiently separate from all the main entrances and exits.

Members of the media will only be permitted to enter the school site where there is a specific reason for doing so, e.g. a scheduled interview, and where:

- They can be supervised at all times by a senior member of staff.
- The necessary permission and consent has been sought from the local authority.
- They have signed or otherwise committed to an agreement to observe appropriate conduct on the school premises, e.g. not recording pupils without consent, refraining from engaging pupils in one-to-one conversations, etc.

No member of staff will offer any comment to the media until the headteacher has delivered an official statement. Only the headteacher and members of the senior incident response team will be permitted to speak to the media about the emergency. The headteacher will work with the senior incident response team and the police, where necessary, to ensure a consistent response is given to all media outlets. No member of staff who has not received media training will be permitted to speak to the media.

Where the emergency has prompted an ongoing police investigation, all staff members and governors will be informed to avoid speaking to the media in all circumstances where they have not been explicitly cleared by the police to do so.

The headteacher and senior incident response team will ensure, to the best of their ability, that the media does not report details about the emergency, e.g. names or numbers of injured pupils, before the school has had the chance to inform parents and stakeholders.

Members of staff who have offered unauthorised comments to the media will report this to the headteacher immediately so that they can handle this in line with the disciplinary procedures policy.

16. Insurance

The school's insurance details are below:

Insurance information	
Name of insurance provider	RPA Insurance
Contact number of insurance provider	
Email address of insurance provider	RPACover@wtwco-gsp.com
Operating hours	

- Fire
- Flooding
- Theft

The headteacher/Secretary will call the school's insurance provider as soon as is practicable after the emergency occurs.

17. Monitoring and review

This emergency plan will be reviewed at least annually by the headteacher and governing board, with input from the senior incident response team and other relevant staff members as appropriate. The plan will also be updated in response to reviews and evaluation conducted on any emergency incident.

All updates and changes to this plan will be communicated to all staff and stakeholders. Following changes, the governing board will assess whether they believe it is appropriate to offer refresher training to all staff and/or the headteacher and senior incident response team.

The next scheduled review date for the plan is September 2024.

A. Definition of 'vulnerable pupils' and 'critical workers'

Vulnerable pupils include those who:

- Are assessed as being in need under section 17 of Children Act 1989, including those with a child in need plan or a child protection plan.
- Are LAC.
- Have been identified as otherwise vulnerable by educational providers or LA, and who could therefore benefit from continued full-time attendance; this might include:
 - Those on the edge of receiving support from CSCS or the process of being referred to children's services or who have previously received support from CSCS.
 - Those who are adopted or a special guardianship order.
 - Those who may have difficulty engaging with remote education at home.
 - Those in a family circumstance presenting challenges for them, e.g. drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse.
 - Others at the school's discretion.

Critical workers include those who work in:

- **Health and social care**, including doctors, nurses, midwives, paramedics and care workers.
- **Education and childcare**, including support and teaching staff, social workers and specialist education professionals.
- **Key public services**, including those essential to the running of the justice system, religious staff, those responsible for frontline services, and journalists.
- **Local and national government**, including those administrative occupations essential to the effective delivery of emergency responses and essential public services.
- **Food and other necessary goods**, including those involved in food production, processing, distribution, sale and delivery.
- **Public safety and national security**, including police and support staff, Ministry of Defence civilians, contractor and armed forces personnel, fire and rescue service employees, National Crime Agency staff, and those maintaining border security, prison and probation staff and other national security roles.
- **Transport**, including those who keep air, water, road and rail passenger and freight transport modes operating.
- **Utilities, communication and financial services**, including staff needed for essential financial provision; staff in oil, gas, electricity and water sectors; information technology and data infrastructure workers; key staff in civil nuclear, chemicals, telecommunications; staff in postal services and delivery; payment providers; and waste disposal workers.

B. Emergency Alerts system

1. When is the Emergency Alerts system launching?

The government will be launching its new Emergency Alerts system in 2023 – trials of the service were held in various areas across the UK in 2021 and 2022.

When the system launches, all compatible devices will receive a welcome message.

2. When would emergency alerts be sent?

The system will send out alerts to mobile phones and tablets when there is a danger to life in the area you are located. You will receive an alert based on your current location and not where you live or work.

Alerts may be sent to warn people about things such as severe flooding, fires, extreme weather and public health emergencies. The alerts will only be sent by the emergency services or government departments, agencies and public bodies that deal with emergencies.

3. What happens when you receive an emergency alert?

When you receive an emergency alert, your phone or tablet may make a loud siren-like sound (even if the device is on silent), vibrate and/or read out the alert. The message you receive will tell you about the emergency and the best way to respond – they will sometimes include a phone number or link with more information.

If you want to see an alert again, you can access current alerts and past alerts on the GOV.UK website – this also allows you to check the alert is genuine. You will also be able to search for the alerts on your device.

The school will then activate their emergency plan according to the details of the alert (evacuation or lockdown)

The type of alerts we might receive:

severe flooding - level 1

fires - level 1

extreme weather - level 1

public health emergencies - level 2

Emergency alerts will only be sent by:

- **the emergency services**
- **government departments, agencies and public bodies that deal with emergencies**

For most people, the chance of receiving an alert will be low.

4. How does the system know which devices to send an alert to?

If there is an emergency situation, the mobile phone masts in the surrounding area will broadcast an alert – this will be received by every compatible device in range of the mast.

Emergency alerts work on iPhones running iOS 14.5 or later and Android phones and tablets running Android 11 or later. Earlier versions of Androids may still be able to receive alerts – users of these devices should check their settings.

Emergency alerts work on all 4G and 5G phone networks in the UK. Devices connected to a 2G or 3G network will not receive emergency alerts.

You would also not receive emergency alerts if your device is switched off or in aeroplane mode.

The alerts will not replace other ways of informing the public of an emergency, e.g. local news, radio, television, social media or the emergency services.

5. Do you have to opt-in to receive alerts?

The system does not work on an opt-in basis. You will receive alerts automatically if you have a compatible device and are in the locality of an emergency.

The system is free of charge, and you do not need to download an app or sign up to anything in order to receive alerts.

You are able to opt out of some emergency alerts; however, the government recommends that they are kept on.

6. How will personal data be protected?

The government has assured that the Emergency Alert system will not collect or share any personal information about individuals when an alert is sent.

7. What the school will do.

We have reviewed our risk assessments and emergency plans to include processes to follow if an alert is issued in our area.

If the alert indicates:

severe flooding - refer to section on responding to a level 1 emergency

fires - refer to section on responding to a level 1 emergency

extreme weather - refer to section on responding to a level 1 emergency

public health emergencies - refer to section on responding to a level 2 emergency

Appendix C- LOCKDOWN PROCEDURE

Rationale

Mapledown School is implementing this procedure to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety.

This procedure applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) - **FULL LOCKDOWN**
- An intruder on the school site (with the potential to pose a risk to staff and pupils) - **FULL LOCKDOWN**
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) - **PARTIAL LOCKDOWN**
- A major fire in the vicinity of the school - **PARTIAL LOCKDOWN**
- The close proximity of a dangerous dog roaming loose - **PARTIAL LOCKDOWN**

Aims

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Procedures

There are two levels of lockdown :

- **Partial lockdown** during which school activities carry on as normal practice. However, entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Children and parents would not be aware of the situation in this instance.
- **Full lockdown** during which all staff and children would be inside the building, classrooms doors and windows barricaded and emergency services fully involved. Children and parents would be fully aware of the situation in this instance.

Before either 'lockdown' procedure is implemented, the school will seek advice from external emergency services. It may be that 'Partial' alert is implemented as a precautionary measure until there is clarity on the level of threat.

Partial Lockdown - The following procedures should be followed when the threat is **outside** of the school's main building/perimeter.

Alert to staff: 'Partial lockdown' - Be direct. DO NOT USE CODES - **The megaphone with the message "partial lockdown" will be used.**

Immediate action:

- Exterior perimeter doors/gates ARE TO BE LOCKED (these include the classroom doors that give access to the playground - they should be locked)
- All outside activity to cease immediately, pupils and staff must return to the building (nearest to where they are).
- All staff and pupils MUST remain inside.
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- Senior leaders will conduct an ongoing risk assessment based on advice from the emergency services.
- Staff who are in a communal area should make their way to the nearest classroom. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call the office on 236.**
- Nurses, Physio, OT, kitchen staff and IT staff call the office on **236** to confirm they are inside and secure.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point. **This is a cue to evacuate the building.**
- DO NOT leave the assembly site until you have been given the "all clear" by a member of SLT.

Full Lockdown - The following procedures should be followed when the threat is **inside** of the school's main building/perimeter.

Alert to staff: 'Full lockdown with intruder' - Be direct. DO NOT USE CODE NAMES - **The megaphone with the message with the siren will be used.**

Immediate action:

- **Exterior doors/gates** to the school (main entrance and gates) **ARE NOT** to be locked. **BUT** doors in classrooms leading to the corridor and playground areas **must be locked** (they should be locked and/or secured with furniture/secured with door jammer).

- Staff should alert Classes that are OUTSIDE in the playgrounds and direct them to the nearest classroom if safe to do so.
- Internal pupils MUST return to classrooms (nearest to where they are. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.
- Classroom doors are locked (if they can be) and access points are blocked (move furniture to obstruct doorways).
- Windows to be locked, blinds or curtains drawn, pupils are to sit as quietly as possible and out of sight if possible (e.g. under desks or around a corner / against a wall, and away from windows.)
- Lights should be turned off.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call 236. If not connecting, call Sandra's mobile - this is an emergency situation during which the lead staff in each room can use their mobile to contact Sandra/Deputies/office.**
- Office staff should gather in Caroline DL's office, close blind and secure the door with door jammer.
- Nurses and physiotherapist (or anyone in store room) should go straight to Flamingo class.
- Music therapy and Speech and language therapists/assistants in SaLT office should secure the door and call 236.
- Staff in Resources room (including IT) and main school kitchen secure doors.
- **DO NOT** leave the building until you have been given the all clear by a member of SLT or the emergency services. **At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.**

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site (straight to Whitefield MUGA).

Implementation

- All staff and visitors: It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken once a year.
- For parents: Parents too should know that the school has a lockdown procedure, and a copy should be placed on the school's website. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open.
- Any member of staff could be the first to raise an alarm for a lockdown by alerting the office staff, so it is important that all employees are aware of the plan. Procedures will be shared at induction for all new staff.

Duties and staff responsibilities in a lockdown

Headteacher - inform emergency service

London Borough of Barnet should be notified via the 'School Emergency' phone number

Headteachers and Deputies/Assistant Heads - Check all corridors and hall clear of pupils (if possible use radio to communicate location)

Teachers and teaching assistants - Detain pupils in the classroom, keep everyone calm and keep them secure by locking windows and doors

Caretaker and Office Manager

Report to the SLT

Assist in physically securing school, site access, building and grounds.

Be available to brief the emergency services, Local Authority Health & Safety team on building design and operations. Have information available on emergency shut-off controls for utilities, alarms, bells, etc

All staff - do not allow anyone in or out until given the all clear by the headteacher or the emergency services.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. **Parents and carers will be assured that in the event of a lockdown, the school's overriding consideration is the safety and well-being of their child and school personnel.**

They will be informed that: "...the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out..."

Pupils will not be released to parents during a lockdown

Communication during Lockdown

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication. Examples of discreet communication channels might be:

- Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet
- Office Staff and SLT could use the Teachers2Parents text message service to staff.

School recovery following a lockdown

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication is vital.