

East Garforth Primary Academy
Crisis Management Policy

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1.0 Roles and responsibilities

- 1.1 The academy is a member of the School Partnership Trust Academies (SPTA) and it will work in close collaboration with SPTA's Core Team and with other SPTA academies in the continuing development and implementation of this policy. SPTA will appoint an Executive Officer to act as the first point of contact between SPTA and the academy. This person will be available to provide advice, support and guidance and promptly identify resources from SPTA and other agencies to support the academy. The academy's Education Advisory Body (EAB) delegates all responsibility for the management of such incidents to the Head of Academy.
- 1.2 The responsibility for the implementation of this policy and provision rests with the Head of Academy, who will retain full control of this policy, reflecting its strategic importance.
- 1.3 The Head of Academy will identify key members of staff, who will form an Emergency Management Team and the Head of Academy will communicate the names, roles and responsibilities of this team to the whole academy staff. The Head of Academy will, at her/his discretion amend this team as appropriate to any situation.

Position	Role
Head of Academy	In overall control of the incident and liaising with the media
Designated member of SLT	Responsible for the immediate management of the incident on their school site, under the direction of the Head of Academy. This will involve liaising with Academy personnel, emergency services, council officers, etc.
All Senior Leaders	Responsible for the immediate management of all pupils and staff, assisted by other managers.

- 1.4 Irrespective of the independence of this academy, Leeds Local Authority still retains a duty of care for all Pupils and staff. In the event of a serious incident, the Council's Emergency Planning department should be contacted. The Council will for example have an Emergency Evacuation Plan, which the academy may wish to use, in the event of the academy's buildings being made unusable.

2.0 Suggested audience

All academy staff and EAB members. As part of their academy induction or professional development, every member of staff will be aware of the information contained in this policy and will apply the principles and procedures defined in this policy.

3.0 Related policies

This policy is part of a suite of policies and procedures which should also be referred to, including:

- Safeguarding policy
- Health and Safety Policy
- First Aid Policy
- Educational Visits Guidelines
- Risk Assessments/Evolve

4.0 Academy Mission Statement

Be The Best You Can Be

5.0 Introduction

This 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 the academy's resources, its pupils or staff; and
- fully support pupils and staff following any incident, so that they are able to return to full participation in education at the academy as soon as possible

6.0 Types of Emergency

This policy and plan has been developed to respond to a number of emergency situations which the academy may face, including:

- accidents or deliberate acts of violence;
- an academy fire or explosion;
- a pupil or member of staff being taken hostage;
- a bomb or suspected bomb being discovered;
- an infectious condition or other health risk, e.g. Meningitis or Influenza;
- a serious gas or water leak;
- death or serious injury of a pupil or member of staff;
- a transport-related incident to pupils or staff which result in hospitalisation;
- severe weather: snow, storms etc; and/or
- a terrorist act which results in injury or death.

7.0 Preparation

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

7.2 The establishment of an Emergency Management Team will be one of the first steps to be taken. The Head of Academy and key staff will participate in relevant training provided either by the sponsor, SPTA, or the Department for Education (DfE) or other appropriate organisation, for example, the Specialist Schools and Academies Trust (SSAT).

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

- This plan will support and be consistent with the Local Authority's emergency planning strategy.
- The academy will consult with all relevant services to ensure this plan is robust.
- The academy will carefully consider all possible scenarios and prepare comprehensive plans to resolve these issues.

8.0 Implementation

- 8.1 This plan will be discussed with key staff who are nominated within the plan to ensure they are fully aware of their roles and responsibilities.
- 8.2 A staff meeting or part of a staff development session will be organised to share this with all staff.
- 8.3 Training will be considered for appropriate staff, in relation to some of the main types of incident, including bereavement counselling.
- 8.4 Support for staff who have been affected by any incident and identification of ways of obtaining this will be considered.
- 8.5 The Head of Academy will review this policy and plan on a yearly basis and where necessary update the plan, clearly communicating any amendments to all staff.
- 8.6 The central office has been identified as the place to keep a hard copy of this Crisis Plan, and emergency contact details.
- 8.7 Admin staff will be nominated to access personal files, to ensure information is always up-to-date.
- 8.8 Current lists of contact phone numbers will be available in hard and electronic versions of both staff and pupils, for use by the Emergency Team.
- 8.9 The Head of Academy and nominated staff will keep a copy of the current Crisis Plan and all contact details at home, as emergencies sometimes happen when the academy is not occupied.
- 8.10 All staff will be instructed not to give interviews or comments to the media. All media enquiries must be directed to the Head of Academy, who may nominate a senior leader to respond on her behalf.
- 8.11 An emergency resource bag should be prepared and stored centrally (General Admin office) which contains:
 - contact numbers for all pupils, staff and key organisations (e.g. Local Council, SPTA Core Team, local radio stations), etc;
 - list of pupils who have medical conditions;
 - paper copies of emergency registers;
 - a first-aid kit and, if available, medication for pupils with medical conditions.
- 8.12 This bag must be located centrally and securely (In the General Office). Arrangements will be made for it to be brought out for every emergency. This includes all fire alarms.

9.0 Communication

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

The Head of Academy will ensure that staff and resources are allocated which allow information to be distributed without hindrance to all key stakeholders.

9.1 Land-line telephone

In times of an emergency it is likely that significant pressure will be placed on the academy switchboard lines, which could hamper the ability of the academy to receive and send information. The Head of Academy has a mobile phone so that in the event of a power cut or switchboard malfunction the Head of Academy can be contactable.

9.2 Mobile phones

In the event that the academy may have to be evacuated, mobile phones will be needed. It is advisable that all members of the Emergency Management Team have mobile phones and that these numbers are known by all staff.

9.3 Briefings during an incident

9.3.1. The Head of Academy will consider providing scripts on a regular basis for administration staff who are manning the switchboard.

9.3.2 e-mails will be used to keep staff updated.

9.3.3 All information should be factual: Time and location of incident; Numbers of pupils 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.

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

9.4 Pupils' mobile phones

Pupils' mobile phones are always handed into the office at the start of the school day and should be used to ring parents or others during any incident or emergency, to prevent the spread of inaccurate information or unnecessarily alarm to parents/carers. The reasons for this should be clearly explained to pupils to gain their understanding and support.

9.5 Local radio stations and internet-based programmes

In the event of any emergency, the academy will make full use of local radio stations to communicate effectively with all families and other stakeholders.

9.6 Emergency Cascade System

If the academy cannot be opened for whatever reason: utility failure, severe weather, etc., an emergency cascade system will be used. In cases of bad weather the Head of Academy will be responsible for deciding on the opening of the site. If an issue emerges before the site is open, the site supervisor will report the problem to the Head of Academy, who will take the decision to open the academy. If the decision is not to open, the Head of Academy will communicate this to other senior staff who in turn will communicate with designated colleagues, known as the 'Snow Chain'. In a very short time all members of staff will have received a clear message about the status of the academy. Communication will also be sent to parents/carers via local radio stations and the internet. The Head of Academy will inform the Chair of the EAB and the Chief Executive of SPTA that the academy has been closed.

10.0 Monitoring and Evaluation

The academy will implement its plan for crisis management which will be led by the Head of Academy. A progress report will be presented annually to the EAB.

Appendix 1: Tasks in the event of an emergency

A. ACTION: IMMEDIATELY

- (a) Obtain as much factual information about the state of the emergency to ensure that all staff and pupils are safe
- (b) Alert the Head of Academy; the Head of Academy should alert the Chair of the EAB and Chief Executive of the SPTA.
- (c) The Head of Academy will activate the emergency management team.

B. ACTION: WITHIN THE FIRST HOUR

- Carry out a quick appreciation of the immediate responses required
- Select and set up control arrangements to manage the incident and ensure pupils and staff in the Academy are safe

C. ACTION: WITHIN HOURS

- Call a staff meeting to give information
- Inform pupils in a sensitive way – in small groups if possible
- Arrange a debriefing meeting for all staff involved in the incident
- Arrange a debriefing meeting for all pupils involved in the incident

D. ACTION: WITHIN THE NEXT FEW DAYS; IT COULD BE LONGER

- Facilitate support for high-risk pupils and staff
- Attend / organise funerals, services, memorials

E. ACTION: AS SOON AS POSSIBLE FOR AS LONG AS NECESSARY

- Decide and agree on a range of responses and support measures
- These have the potential to run for several weeks or months
- Refer affected pupils and staff to appropriate counselling

Appendix 2: Arson

Prevention Strategy

The academy will complete a Fire Risk Assessment.

Fire Safety will be included in the curriculum as part of the PSHE course.

The academy Behaviour Policy and staff supervision rotas for breaks and lunchtimes will support staff to carefully manage pupil access during lessons, at breaks and before/after academy.

A comprehensive site security review will be completed on a yearly basis, or at more frequent intervals, if the situation dictates. This survey will control:

- Unauthorised entry onto the academy site, minimised through the installation of appropriate signs, fencing .
- Unauthorised entry into the academy buildings, minimised by ensuring all doors, windows and skylights are secure, lighting, an effective intrusion alarm system is fitted .

- Any further building work ‘designs out’ potentially vulnerable areas.
- Procedures are applied to ensure that access to any combustible material is strictly limited.
- Procedures to ‘close-down’ areas of the academy are applied at the end of each day as appropriate.

In line with Government advice, any instances of suspected arson will be reported to all parents, to inform and equally stress the dangers of arson.

The academy’s Health and Safety Policy is applied and reviewed annually.

Appendix 3: Contact List

The names and telephone numbers of organisations and individuals who may be useful to the academy in an emergency

Organisation	Name	Telephone Number
SPTA Chief Executive	Paul West	07535 253304
SPTA Finance Director	Karen Bromage	07535 253 419
Leeds City Council		0113 378 3645 0113 378 3646
Radio Aire		0113 234 4963
Radio Leeds		0113 224 7092
NHS Direct		0845 46 47
Environment Agency	Incident Hotline	0800 80 70 60
British Gas	24 hour number	0800 111 999
Yorkshire Electricity	24 hour number	0800 375 675
Yorkshire Water	24 hour number	0845 1 24 24 24
Zurich Municipal Relationship Manager: David Harris	David.j.harris@uk.zurich.com	Office: 0870 241 8050 Out of hours: 0800 0280 336
DfE		Enquiry line: 0370 000 2288

Appendix 4: Emergency Contact Cascade

In the event of an incident or emergency which necessitates the closure of the academy, while the academy is not open, staff will be notified using this system.

Staff should ensure that they provide the colleague who will ring them, their contact details.

