

CROMWELL ACADEMY

THIS POLICY MUST BE USED IN CONJUNCTION WITH CAMBRIDGESHIRE COUNTY COUNCIL'S
'Responding to Critical Incidents' Guidance Procedures for Schools

Key Staff and Governors should ensure, at least annually, that they are familiar with the immediate actions to be taken.

In the event of any critical incident the procedural systems in place to manage the situation are as follows:-

Identification

- the death of a child, staff member or governor (through suicide, accident or murder);
- a serious accident involving children and school personnel on or off the premises;
- a violent intrusion onto school premises;
- fire, flood or building collapse;
- the release of hazardous substances near or on the school site;
- a violent attack (e.g. armed intruder, bomb alert).

Leadership

The person who is in charge at the time will make the initial assessment of the situation and collect the immediate information.

Critical Incident Management Team

Shall consist of: -

Chair of Governors/Vice Chair
Chairs of Appropriate Committees
Health and Safety Representative (Governor Link)
Headteacher
Senior Leadership Team
Education Officer Personnel/Assigned Inspector
Office Staff & Site Manager

POLICE: 01480456111

SCHOOL CLOSURE AT SHORT NOTICE OR AS A RESULT OF UNFORESEEN CIRCUMSTANCES

EVENTS COVERED BY THE GUIDANCE

Storms

Winds forecast in excess of 70mph or storm force 8 could represent a potential danger to some buildings, trees, other structures and people.

- The Meteorological Office provides a regional weather forecast
www.metoffice.com Phone: 0845 300 0300
- Local radio stations will also provide information

Safety Issues

- Safety of pupils, staff and visitors take priority. Lessons may need to be disrupted and school movement kept to a minimum.
- Consideration needs to be given to movement outside of school buildings due to the risk of falling tiles, masonry, fencing etc.
- It is likely to be necessary to cancel outside play and other activities. Consideration must be given over the likelihood of pupils being blown off their feet.
- Pupils should not be allowed to cycle home – Parents/Carers would need to be advised over this possibility.

Floods

Sudden flooding may result in local problems within school, making some rooms uninhabitable. However, of greater significance in terms of health and safety is the potential impact on transport arrangements (see the section headed 'Communication' below).

Cold Weather

This may be a problem due to the low temperature in some buildings or may be complicated by heavy snowfalls making access difficult or dangerous.

- The Education (School Premises) Regulations 1999 set a standard of 18C in teaching areas and 15C in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is 1C or above.
- Failure to reach these temperatures is a maintenance issue, but if there is a breakdown which puts the heating system out of action for any length of time consideration needs to be given as to whether the building can be heated with emergency heating and continue to be occupied.
- Any plans to provide emergency heating, including how these can be obtained and where they can be safely deployed, should be outlined as part of the emergency plan.
- Adverse weather conditions may result in difficulties for some staff in reaching school resulting in pupil supervision issues. In such circumstances the overriding priority will be the safety of pupils.

Disruption to the School's Water Supply

Provided sufficient notice that the water supply is to be disconnected is received, it will be possible to make a decision on whether or not to keep the school open. This decision should be based upon:

- the duration of the disruption;
- the capacity of the water storage tanks which will generally enable toilets to be flushed.

Local Radio Stations are willing to broadcast information on emergency school closure. To identify yourself with the Newsdesk you will need to give the password, together with the DfE number of the school. See Annex 1.

EMERGENCY CLOSURE PRIOR TO THE START OF THE SCHOOL DAY

In certain situations, it may be appropriate in advance to decide that the school should not open. This will generally be as a result of a difficulty where there is advance notice. This could include a planned disruption to water or energy supplies. In such cases, parents/carers should be given as much notice as possible and informed of either a confirmed date when the school will re-open or advised on how this will be communicated. This will be by announcements on local radio, staff/parent cascade, Parentmail and/or the school's website.

In other situations, weather conditions may worsen dramatically overnight. In such circumstances it will be important that decisions over closure reflect:

- intelligence over the weather conditions in the school's catchment area;
- the likelihood of a sufficient number of staff being able to reach school to make it safe to operate;
- the timing of any decision, taking account of the travel arrangements of the school.

When the Headteacher decides, in consultation with the Chair of Governors as appropriate, that severe weather warrants the emergency closure of a school s/he should:

- a) inform staff, using a cascade system;
- b) inform parents/carers by
 - emailing emergencyschool.closure@cambridgeshire.gov.uk quoting DfE number and password to record the closure on Cambridgeshire County Council website. This information will be displayed to the public via the schools directory on the CCC website: www.cambridgeshire.gov.uk/education/schools/schoolclosure
 - contacting local radio stations:
BBC Radio Cambridgeshire Tel: 01223 287133
 - post a message on the school website, Parentmail and Twitter
- c) inform any transport contractor who might otherwise collect children and bring them to school;
- d) inform the LA
- e) inform the Chair of Governors as soon as is practicable;
- f) wherever possible, ensure that local staff are able to be at the school to inform any parents/carers or children who may not have received the closure message.
- g) Inform The Lunchtime Company (01223 566399)

The school will make all practicable efforts to keep parents/carers informed as to the situation with the school during adverse weather conditions. However parents/carers are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal; Parents/Carers should endeavour to contact the school to let them know they are on their way if likely to be delayed. It is important that if a parent feels it is unsafe to travel they should not attempt the journey, but must inform the school of their decision.

The school recognises there may be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents/carers should inform the school of the circumstances of this exceptional situation. Parents/Carers acting on the assumption that the school would be closed without gaining confirmation, risk their child being registered as an unauthorised absence. Where the school is officially closed, all absence is counted as authorised.

Health & Safety

In the event of snow/ice, some pathways will be cleared and salted. Staff, parents/carers, children and visitors will be made aware that pathways, even where cleared, remain slippery. Children will also be reminded of this in assembly. Essential pathways will be maintained as clear as possible throughout the day. During adverse weather conditions, the playground may be out of bounds to children during the school day if the Headteacher decides it is necessary.

SENDING PUPILS HOME EARLY

In some exceptional circumstances, a review of the local situation may lead to the Headteacher to decide that the school, or part of the school, should be closed early. Such a decision should not be taken without first consulting appropriate persons, including the Chair of Governors. Such temporary and emergency closures do not count against the requirement for a school in the maintained sector to meet the minimum number of sessions each year.

A number of factors need to be considered in making this decision including:

- it may often be safer to keep pupils in certain parts of the school rather than send them home early.
- there are many communication difficulties associated with contacting a large number of parents/carers, especially during the day.
- transport and school meal arrangements are often difficult to change at short notice (free school meal pupils)
- any decision over sending pupils home early must also include an informed assessment over their safety.

COMMUNICATION

- Staff, pupils and parents/carers need to be made aware **in advance** of contingency arrangements.
- It may be useful to include the emergency arrangements in the school prospectus or on the school website (if applicable).
- It may also be useful, as part of your contingency plan, to establish a parent network with key parents/carers in different parts of the network agreeing to pass on information to named others (cascades). Websites could be used to inform and update parents/carers and a recorded message could be placed on an answer phone. A staff communication 'cascade' may be helpful to inform members of staff if school is closed before the start of the day.
- Any alteration to travel arrangements of children need to be monitored and parents/carers must be fully informed.
- In relation to school meals, consideration should be given to the impact on meal arrangements and the entitlement of some pupils to free school meals if pupils are on site for part of the day. The Headteacher/SLT will contact The Lunchtime Company as appropriate.

SCHOOL CLOSURE FOR ANY OTHER REASON

The number of school sessions required is laid down in Regulation 3 of the Education (School Day and School Year) (England) Regulations 1999 and requires that every school day in a school maintained by the LA in England is divided into two sessions. These must be separated by a break in the middle of the day unless exceptional circumstances make this undesirable. With the exception of nursery schools, each school must meet for 380 sessions a year.

REVIEW OF THIS POLICY

The CMIT will meet annually to discuss and review this policy.

ANNEX 1

METEOROLOGICAL OFFICE	www.metoffice.com Phone: 0845 300 0300	
EDUCATION HELPLINE	Tel: 01223 706399	
LOCAL RADIO STATIONS	BBC Radio Cambridgeshire	01223 287133
	Heart (Peterborough and Cambridge):	01223 623800
	Star 107 FM Radio news@star107.co.uk	01234 235031
	Heart 96.9 (Bedford) bedfordnews@heart.co.uk	
	Lite FM Radio news@lite1068.com	01733 704113
	HCR 104 FM studio@hcrfm.co.uk	01480 414 104
THE LUNCHTIME COMPANY	Geraldine www.lunchtime.co.uk	Work: 01223 566399
Education Support Services (Primary & Nursery)	Chris Meddle	Work: 01223 703564 Mobile: 07798 571179
PROPERTY	Graham Tweed	Work: 01223 699804



Cromwell Academy Lockdown Policy

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.

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

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

The schools lockdown plan is as follows:

Designated Staff

Headteacher

Site Officer

Office Staff

Where possible the designated member of staff will inform staff of a lockdown by saying 'Lockdown', other staff may be asked to assist, if required.

Signals	
Signal for lockdown	Designated Staff to inform Staff. CODE 'LOCKDOWN'
Signal for all-clear	Designated staff to inform all Staff

Lockdown	
Rooms most suitable for lockdown	Children to remain in own class or the room there in.
Entrance points (e.g. doors, windows) which should be secured.	External doors Fire doors Internal doors All windows Skylights
Communications arrangements	Word of mouth
Notes	If someone is taken hostage on the premises the school should seek to evacuate the rest of the site – See Evacuation Procedure

Initial response- Lockdown	
Ensure all pupils are inside the school building. Alternatively, Take pupils to other safe areas if already outside the school building if entering could put them in harm.	All adults responsible for pupils within their area of work
Lock and secure all windows and doors, close blinds	All Staff
Dial 999	Office staff / Any adult as appropriate
Take action to increase protection from attack Where appropriate	Block access points Sit on the floor Sit under tables Keep out of sight Close blinds Turn off lights Stay away from window and doors
Keep an exit clear should it be needed	
Take a head count/register and if possible inform the office Headteacher if any child is missing	Headteacher- 202 Office – 200/201

	Site officer- 07802634489
Remain inside until all clear is given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan as it is cascaded down from the Headteacher/ SLT
- Pupils who are outside of the school building are brought inside as quickly as possible, unless this endangers them and others. If they remain outside they are to seek shelter within the grounds unless advised to evacuate the premises
- Those inside the school should remain in their classrooms
- All external doors and windows are closed/locked (depending on the situation internal doors may also need to be blocked)
- Once in lockdown mode staff should notify the office of any missing pupils
- Staff should encourage pupils to keep calm
- As appropriate, the school office staff will establish communication with the emergency services
- Parents/carers will be notified as soon as it is practical to do so
- Pupils may not be released to parents/carers during a lockdown depending on the circumstances
- If it is necessary to evacuate the building the fire alarm will be sounded

It is of vital importance that the schools lockdown procedures are familiar to all members of the school staff. This policy will be revisited annually and shared with all new staff.

Partial Lockdown

Alert to staff: 'Partial Lockdown'

This may be as a result of a reported incident/ civil disturbance in the local community with the potential to pose a risk to the staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building
- All staff and pupils remain in building and external doors and windows locked/closed
- Movement may be permitted within the building dependant on the situation

All situations are different, once all staff and pupils are safely inside, relevant staff will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

'Partial Lockdown' is a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Full Lockdown

Alert to staff: 'Lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial Lockdown.

Immediate action:

- All pupils return to classroom if it is safe and appropriate to do so
- External doors locked. Internal doors blocked
- Windows closed, blinds closed,
- Pupils to sit on the floor or under tables
- Register/headcount taken
- Staff and pupils to remain in lockdown until all clear given by Acting Headteacher or emergency services
- Communication channels to be kept clear
- If the fire alarm is activated this should be ignored unless told otherwise by the Acting Headteacher, Site Officer or Police Officer

Communication between parents/carers and the school

School lockdown procedures, especially arrangements for communicating with parents/Carers will be routinely shared with parents either by Parentmail or school website.

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as is practicable.

Parents/Carers should be given enough information about what will happen so that they:

- Are reassured that the school understands their concerns for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up the phone lines that are needed to contact the emergency services.
- Do not come to the school. They could interfere with emergency providers access to the school and may even put themselves and others in danger
- Wait for school to contact them about when it is safe for them to come get their children, and where this will be from

Parents/Carers will be told

'...the school is in full lockdown situation. During this period the phones will be un-manned, external doors locked and nobody allowed in or out..'

EVACUATION PROCEDURE

Please follow these procedures should you receive a threat that requires evacuation.

1. Stay Calm and listen
2. Obtain as much information as possible.
3. Inform the Headteacher and dial 999
4. Consider the advice from the police before evacuating the building.
5. Bomb threat email – Consult L.A. and dial 111 for advice.

If the decision is made to evacuate the building the Headteacher or designated persons will inform all staff by using the words “Evacuate”

Staff will know upon hearing this they are to evacuate to Hinchingsbrooke Hospital car park.

With years Reception 1 and 2 leaving by Kids Club rear gate and Years 3, 4, 5, and 6 leaving by the top gate. Once assembled and registered the decision can be made by the Headteacher or SLT to relocate to an area further away from the building.

Parents will be informed as and when it is practicable to do so.