



'Let all that you do be done in Love' 1  
Corinthians 16:14



The example of Jesus Christ and the Good news that He brings inspire St George's to be a place of hope and a caring and inclusive community in which we all Love to learn and Learn to Love.

## St George's CE Primary and Nursery School

### Critical Incident Policy

<u>Date agreed:</u>	November 2023
<u>Review Date:</u>	November 2024

The safety of pupils, staff members and visitors on the premises is paramount and St George's CE Primary School takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately out of the hands of the school. In any emergency situation, staff members at St George's CE Primary School will endeavour to take a reasonable action in order to ensure the safety of pupils.

#### FIRE DRILL

The Emergency Signal will be the Fire Alarm. Upon hearing the alarm, all teachers must follow the full Evacuation Procedure. The signal will be checked as arranged by the Head Teacher (usually each term).

At the request of the Headteacher the office staff or the caretaker will contact Custodian Monitoring Control, who will switch the alarm system off to ensure the emergency services are not summoned to the school during the drill.

Immediately after the evacuation has been carried out the office staff or caretaker will contact Custodian Monitoring Control again so that the system can be switched back on.

#### REVIEW

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed..... (For the Governing Body) Date.....

Signed..... (Head) Date.....

## EMERGENCY PROCEDURE FOR SAFE EVACUATION

An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building. This can be a result of a fire or other incident within the building.

If an emergency occurs and there is the possibility of risk to the safety of children or staff, the following steps will be taken.

- Take immediate steps to ensure the safety of any children or staff in the vicinity of the emergency.
- Notify the office staff who will then raise the alarm.
- Evacuate all buildings.
- Notify the Fire Brigade or Police.
- The first procedure is to ensure the safety of children and staff are evacuated to the designated EVACUATION SAFETY AREA - top playground for Year 2 and KS2. Nursery, Reception and Year 1 - Foundation stage playground.
- When evacuation occurs, the class teacher must accompany all children.
- On hearing the alarm all classes will proceed in an orderly and safe manner, under the supervision of a teacher to the EVACUATION SAFETY AREA.
- Office staff will bring registers to the evacuation safety area.
- Once the evacuation safety area is reached the roll for each specific class must be called to ensure all students are present or accounted for.
- Under no circumstances are any children to be left unattended in any location of the emergency or the safety area.
- Staff should not attempt to fight a fire unless it is necessary to do so to enable the safe evacuation of all students.
- All communication will be made via Headteacher.

Members of staff to conduct the final building sweep where access is possible:

Alison Oldham  
(Office staff in absence)

To check the staff room, staff toilets, meeting room and notify kitchen staff.

Leigha Blair (Year 5 TA in absence)	To check the hall and computer suite, Library and stationary cupboard.
Janet Clegg (Year 2 TA in absence)	
	To check infant toilets, Phonics and sensory room, Site Managers room.
Fiona McKeown (Year 6 TA in absence)	To check junior toilets and LM and SEN room.

To comply with Health and Safety Legislation the Headteacher will make sure that -

- Members of the school staff are aware of and always follow the school safety rules.
- Ensure adequate numbers of the appropriate type of fire extinguishers and other fire control items are in place in working order at all times.
- Ensure fire extinguishers are serviced annually and refilled at scheduled intervals in accordance with manufacturers recommendations.
- Ensure fire extinguishers are checked on a monthly basis to ensure each extinguisher is in its correct place and that it is ready to use.
- A fire drill is carried out each term.
- A record is kept of each drill to show the date and time when the drill was carried out, how many children and adults were evacuated, how long it took to evacuate and what problems (if any) were encountered.
- Report to Governors any problems that are encountered and how they have been effectively dealt with.

## EVACUATION SIGNAL

The evacuation of the premises will be signalled by the Fire Alarm.

On hearing the evacuation signal, all staff, pupils and visitors will evacuate the premises calmly and in an orderly manner. All teachers in control of a class will:

- Commence the evacuation of children in an orderly way
- Lead children from the premises by the nearest safe route
- Proceed to the assembly point
- Carry out the roll call procedure
- Notify: Head teacher/School Business Manager of any persons unaccounted for
- Ensure children remain at the assembly point
- Await further instruction from: Head teacher

On hearing the evacuation signal:

- School registers/Visitors register will be collected by: Office Staff
- Grab Bag will be collected by: Office Staff
- Children's inhalers will be collected by: Class Teachers/TA's

The nominated first aid person/s is: Mrs Bintliff/Mr Rigby

On hearing the evacuation signal, the following staff will shut-down plant or equipment detailed:

Name: Mr Liggett

(Alison Oldham in absence)

Plant or Equipment

On hearing the evacuation signal, all other staff and visitors will:

- Proceed to the assembly point
- Notify: Nicola Hewitt/Alison Oldham of any persons unaccounted for • Await further instruction from: Nicola Hewitt

**EMERGENCY LOCK DOWN PROCEDURE** A lock down will occur when it is necessary for the school community to remain indoors or, if outdoors to return indoor quickly. This procedure will be implemented in response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

**EMERGENCY LOCK DOWN SIGNAL**

**The warning will be four long rings on the school bell, repeated three times. PROCEDURES**

- All staff are to remain in the building.
- If during break or lunchtime, all staff and children must return immediately to their regular classroom.
- The Headteacher will determine the safest area in school if the classrooms are exposed to any danger.
- All external exterior doors to be locked.
- All windows closed and secured.
- All external shutters to be closed.
- Teachers to call the register, note any absentees and account for those missing.
- All teachers to notify the office of on roll numbers and missing children.
- Missing person must not be searched for- The Critical Incident Officer (Headteacher/Deputy Headteacher) will be responsible for this.
- No doors to be opened to any person unless they are recognised as accredited staff or the Police.
- Do not permit anyone to leave the building.
- Remain calm.
- The all clear will to any emergency must only be given by the Head/Deputy or the Police.

Should an emergency procedure be required during out of normal school hours i.e. Breakfast Club or After School Clubs then the following action to be taken:

BREAKFAST CLUB	Staff in charge to take the register, note any absentees and inform the office.
AFTER SCHOOL CLUBS	Any clubs taking place outdoors should immediately return indoors to the school hall on hearing the Emergency Lock-In Signal.
OUTSIDE AGENCIES WORKING WITH CHILDREN OUTSIDE OF THE CLASSROOM.	Pupils to be taken directly to their classrooms or other designated areas as directed by the Headteacher.
FOREST SCHOOL	Any classes taking part in Forest School activities should immediately return indoors when notified of the Emergency Lock-In Signal.  Forest School Leader to take mobile phone for use in an emergency only. Office staff to notify of any emergencies

## LOCK DOWN SIGNAL

The need to Lock down the premises will be signalled by four long rings on the school bell, repeated three times.

## LOCK DOWN LOCATION

The Lock down locations are the pupil's regular classrooms unless otherwise directed by the Headteacher.

## STAFF ACTION

On hearing the lock down signal, all staff, pupils and visitors will return to their regular classrooms calmly and in an orderly manner. All teachers in control of a class will:

- Commence the return of children to their classrooms in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the chosen location
- Carry out the roll call procedure
- Notify: Headteacher of any persons unaccounted for
- Ensure children remain at the chosen location
- Await further instruction from: Headteacher

On hearing the lock down signal:

- The school/Visitors Registers will be collected by: Office staff
- First aid box will be collected by: First Aiders
- Children's inhalers will be collected by: Class teachers/TA's

On hearing the lock down signal, the following staff will shut-down plant or equipment detailed:

Name	Plant or Equipment
Mr Liggett (Alison Oldham in absence)	

On hearing the lock down signal, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify: Nicola Hewitt/Alison Oldham of any persons unaccounted for
- Await further instruction from: Nicola Hewitt

Roll call procedures will be as per the evacuation procedures

## **EMERGENCY INVACUATION PROCEDURE**

The term 'Invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered area within the building. This procedure is employed if moving outside would risk the harm to people, e.g. chemical spillages, toxic fumes in the air.

## **EMERGENCY INVACUATION SIGNAL**

The warning siren will be the sound of ten individual rings on the school bell.

## **PROCEDURES**

- The Headteacher will sound the alarm as soon as a concern has been raised.
- During the invacuation, pupils, staff members and visitors will move quickly and quietly through to the main hall or designated safe rooms, where windows and doors will be secured. Head teacher to direct to safe rooms as necessary.
- Reception and year one will remain within the reception unit until the all-clear has been given by the Headteacher - or if already in the main building into the hall or designated safe room as directed by the Headteacher.
- Staff members to instruct pupils to stay away from windows and doors.
- Pupils and members of staff to remain in safe rooms until the Headteacher has announced it is safe to leave and return to normal classrooms.

## SHELTER / INVACUATION SIGNAL

The need to invacuate the premises will be signalled by ten individual rings of the school bell.

### INVACUATION LOCATION

The invacuation location is the main hall or designated safe rooms as directed by the Headteacher.

### STAFF ACTION

On hearing the invacuation signal, all staff, pupils and visitors will invacuate to the chosen location calmly and in an orderly manner. All teachers in control of a class will:

- Commence the invacuation of children in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the chosen location
- Carry out the roll call procedure
- Notify: Headteacher of any persons unaccounted for
- Ensure children remain at the chosen location
- Await further instruction from: Headteacher

On hearing the invacuation signal:

- The school/Visitors Registers will be collected by: Office staff
- First aid box will be collected by: First Aiders
- Children's inhalers will be collected by: Class teachers/TA's

On hearing the invacuation signal, the following staff will shut-down plant or equipment detailed:

Name Mr Liggett

(Alison Oldham in absence)

Plant or Equipment

On hearing the invacuation signal, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify: Nicola Hewitt/Alison Oldham of any persons unaccounted for
- Await further instruction from:

Roll call procedures will be as per the evacuation procedures