

ATTAIN ACADEMY PARTNERSHIP



Emergency Planning Policy

For

Bocking Primary School



June 2025

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Emergency Planning Policy

1. Aims and objectives

1.1 The aim of the Emergency Planning Policy is to manage the effects of any emergency which might occur within the academy so that every reasonable step is taken to:

- prevent or minimise the loss of life and injury to pupils and staff;
- alert relevant parties, e.g. the emergency services, the local authority, parents / carers and academy governors;
- take control at the scene until the emergency services arrive;
- minimise disruption to the normal daily routine of staff and pupils;
- support staff, pupils and parents in the aftermath of an incident;
- ensure effective working with the media.

1.2 We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

2. The basic emergency plan

2.1 The academy maintains an up-to-date MIS system with staff, parents / carers and pupil contact details (including out of hours information). All staff are familiar with this system and use it to contact parents / carers in the event of a child being taken ill at academy etc.

2.2 The academy maintains an up-to-date School Emergency Action Plan, copies of which are located in the academy office (Grab bag) and on the staff portal. This defines the key role to be played by each member of a core team including the Head of School, assistant headteachers, site manager, academy secretary, academy administrators and other staff. The directory distinguishes between the declaration of an emergency in and out of academy hours.

2.3 Key telephone numbers for emergency contacts (Head of School, assistant headteachers, staff members, local governors, children, County services and media) are available centrally in the academy office (School Emergency Action Plan) and shared online for emergency use by the Head of School, assistant headteacher and office manager (with due consideration and respect for the rights and security of this information according to the Data Protection Act). Telephone numbers for staff and pupils can be accessed via the MIS system.

2.4 The academy maintains an inventory of equipment on site, which is updated annually or as circumstances change.

- 2.5 The academy routinely risk assess all routine activities, including fire and legionella. These risk assessments are potentially susceptible to a variety of unexpected risks, which may vary in severity and likelihood
- 2.6 The academy office is the designated co-ordination point. In the event the office is damaged or out of use, an alternative centre will need to be created.
- 2.7 The school emergency action plan contains details of the emergency procedures for incidents, including evacuations, lock down, shelter, school closure, bomb threats, severe weather and outbreaks of disease, and checklists for initial action. Copies of the plan are held in the academy office, and off site by core staff in case the academy premises cannot be accessed. A copy of the School Emergency Action Plan, without personal data, is displayed in the staff room.
- 2.8 The fire alarm will be sounded in the case of any emergency that requires the evacuation of the academy premises. Procedures and evacuation routes are displayed in each room within the academy. Fire drills take place each term and are recorded in the fire folder which is located in the admin office and on Every™, the Trust’s compliance platform. The academy safety procedures are discussed at the beginning of year inset day by teachers and are passed on to support staff via staff meetings.
- 2.9 The Head of School will take overall responsibility as emergency co-ordinator. In the absence of the Head of School, the assistant headteacher will have overall responsibility. A member of the senior leadership team will also have authority to take key decisions in the absence of the Head of School or assistant headteacher. Emergency co-ordinators will be supported by other staff available at the time of the emergency
- 2.10 The Head of School, or nominated emergency coordinator, is responsible for managing information exchange between staff, pupils, governors, parents and the local authority.
- 2.11 All new staff joining the academy are made aware of the emergency plans, and those with key roles take part in annual training and exercises to test its effectiveness.

3. Types of emergency

- 3.1 Incidents must be dealt with at the appropriate level of management to reach the most satisfactory outcome. This is achieved via a 3-tier system which categorises the severity of an incident and the escalated level of emergency response required as follows:

Level 1 Emergency	Critical Incident or issue that poses a significant physical risk of harm to	Managed by the academy with direct support from the
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	individuals or assets, compromises the ability of the academy to deliver all statutory education or where the reputation of the academy or Trust are threatened in a significant way.	Trust Incident must be escalated to the Trust CEO within 1 hour. Emergency Action Plan Activated
Level 2 Serious	Serious incident that poses increased risk of harm to individuals or assets, limits the ability of the school to deliver some statutory education or where the reputation of the school or Trust may be negatively affected in a limited way.	Managed at academy level, Trust notified for information - alert for potential escalation. Consider triggers that will necessitate an emergency response. Incident must be escalated to the Trust CEO within 2 hour. Emergency Action Plan Activated
Level 3 Routine	Minor incident, issue or first aid situation that is responded to locally with very minimal impact on wider educational continuity, or where there is minimal risk to the reputation of a school or Trust	Managed at academy level according to routine procedures.

- 3.2 The academy recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the academy, or public health threats (e.g. meningitis).
- 3.3 Medical emergencies are dealt with by trained members of staff and copies of individual health care plans are kept in the academy medical file in the academy office. Children with medical needs are discussed regularly at staff meetings so that information is shared.
- 3.4 The academy recognises that some emergencies which occur off the academy site can affect its staff or pupils. Core staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a pupil or member of staff through natural causes or accidents, or a transport-related accident involving pupils and / or members of staff.
- 3.5 The academy adheres to the specific guidance issued by the local authority in relation to academy closures caused by severe weather or heating failure.
- 3.6 The academy will inform parents as soon as possible of any likelihood of closure due to severe weather, or if children are being sent home early or at short notice according to the academy's emergency closure procedure (see

appendix 1 for the emergency closure procedure). Parents are advised to keep the academy updated with any new contact details.

3.7 The academy is fully aware of the possible dangers of its proximity to main roads. All pupils are given termly instruction on safe play and safe travel to and from academy.

4. Monitoring and review

4.1 Class teachers include regular references to safe and sensible conduct in lessons. Fire drills occur on a regular basis, and their outcomes are logged and reported to the local governing body.

4.2 The academy's procedures for emergencies are reviewed at least annually by the senior leadership team and will be monitored by the Head of School as part of their regular duties. A report will be presented to the local governing body on an annual basis.

4.3 This policy will be reviewed by the local governing body every three years, or earlier if necessary.

5. Linked Documents

- Fire Emergency Action Plan
- Lost Child and Missing Child Policy
- School Emergency Action Plan
- Online Safety Policy (including data security and acceptable use)
- Lone working Policy
- PEEPS Policy
- Business Continuity Plan
- Cyber security Policy
- Cyber Response Plan
- ICT Disaster Recovery Plan

6. Document Version Control

Version	Date Issued	Author	Update Information
2022-1	March 2022	K Ellwood	Original Issue
2025-1	June 2025	K Ellwood	No procedural changes. Referenced Cybersecurity policy and clarified categories for management of incidents based on their severity (section 3).

APPENDIX 1 Emergency Closure Procedure

Bocking Primary School – Emergency Closure Procedure

The academy aims to ensure that children have access to learning for the statutory 190 days. However, it may be necessary for the academy to close in exceptional circumstances and as a last resort.

These circumstances may include loss of essential services to the academy, severe weather conditions or other local emergencies. The Health and Safety of the children is our first priority when making the decision to close.

Parents will be informed as soon as the decision to close has been made. The information will be provided in the following ways:

1. A notice will be placed on the academy website www.bockingstreet.essex.sch.uk
2. A text message and email will be sent via eSchools. Parents who have opted to download the app will also receive notification via the app.
3. Via the Essex.gov website at <http://www.essex.gov.uk/education-schools/schools/dates/pages/emergency-school-closures.aspx>

Should the academy need to close **during** the academy day, the same procedure as above will be used to notify parents. No child will be sent home if we have not been able to contact parents.

Adverse Weather/Alternative Day Protocol

Depending on the situation, the academy may choose to activate the alternative day protocol as set out below. Again, parents will be advised of this as above.

Staff attend academy as normal, weather permitting.

School to start at 10.00 am and follow a revised academy day:

9.45a.m.	Gates Open
10.00 a.m.	Registration
3.15 p.m.	School closes at the usual time