



SOUTHGATE SCHOOL EMERGENCY PLAN

**Mr Paul Evans
Headteacher
Southgate School
Southfield Road,
Almondbury,
HD5 8TG**

May 2022 (under review by Gary)

Page 1 of 48

Distribution List	4
Record of Updates	5
Introduction	6
Information for all teaching and non-teaching staff	7
Crisis Management Team	8

Outline of responsibilities for those:

(a) In charge of the Crisis Management Team;	9
(b) Responsible for liaison with the media;.....	10
(c) To contact Emergency Services;.....	11
(d) To contact Council and members of the Crisis Management Team;	12
(e) To open appropriate buildings;.....	14
(f) To check channels of communication;	15
(g) To contact appropriate others;	16
(h) Responsible for the immediate safety of students and staff.	17

Identified staff for various duties.....	18
Basic information about the school.....	19
Security strategy	20

SECTION 2 - ACTIVATION

2.1 Notification of incident.....	21
-----------------------------------	----

SECTION 3 – ROLES AND RESPONSIBILITIES

3.1 Roles and responsibilities – co-ordination	25
3.2 Roles and responsibilities – business continuity	27
3.3 Roles and responsibilities – communication	28
3.4 Roles and responsibilities – log keeping.....	29
3.5 Roles and responsibilities – media management.....	31
3.6 Roles and responsibilities – resources	32
3.7 Roles and responsibilities – welfare	33

3.8 Roles and responsibilities – educational visit leader	34
---	----

Appendices

A. Business Continuity	37
B. Site Information.....	39
C. Evacuation and Bomb Threats.....	40
D. Incident Log	41
E. School Trip Attendance Form	42
F. Equipment/facilities required in the controlling centre.....	44
G. School Closure and Severe Weather Plan.....	45
H. Contact List.....	47

ENSURE THAT EVERYONE WHO HAS A COPY OF THE EMERGENCY SCHEME IS ADVISED OF UPDATES AND AMENDMENTS

DISTRIBUTION LIST

Name	Designation	Address
Paul Evans	Headteacher	Southgate School
Richard Baines	Chair of Governors	
Matthew Holland	Vice Chair of Governors	
Shaun Cassidy Kerryann Crosse	Caretakers	SPIE
Ruth Perfitt	Deputy Head	Southgate School
Clare Dawson	Assistant Head	Southgate School
Kate Emptage	Assistant Head	Southgate School
Charlotte Gaffigan	Assistant Head	Southgate School
Josephine Hallas	SBM	Southgate School
Shabana Alim	Pastoral Manager	Southgate School
Business Support Team	Business Support Team	Southgate School
Richard Beanland	Facilities Manager	SPIE

SOUTHGATE SCHOOL EMERGENCY SCHEME

RECORD OF UPDATES

Update No.	Date Updated	Signature
1	November 2015	<i>K. Huges</i>
2	January 2017	<i>K. Huges</i>
3	June 2017 (for the new school site)	<i>K. Huges</i>
4	July 2018 (for the new Headteacher)	
5	May 2019 (General Update)	
6	March 2021 (General Update)	
7	Sept 2021 (General Update)	
8	May 2022 (General Update)	
9		
10		

INTRODUCTION

Emergency plans may never be used, but they will be worthwhile to ensure an immediate, effective and caring response to any major incident which may befall the school.

It is impossible to predict the exact form or effect of an emergency. Therefore, this emergency plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

Potential hazards are numerous. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan. A list of potential hazards which have been considered is attached as an appendix to this plan

Other relevant documents which have been considered alongside this emergency scheme are the:

- Fire procedures document
- School trips procedures
- Bad weather procedures
- Bomb threats procedure

INFORMATION FOR ALL TEACHING AND NON-TEACHING STAFF

Be ready to respond to any potential hazard in and about the site.

Contact the Headteacher or School Business Manager in the event of any emergency, giving information about the:

- Nature of the incident
- Type of help required
- Emergency service(s) required
- Exact location of the incident
- Number of casualties and nature of injuries (if applicable).

If necessary, evacuate the building, according to procedures set out in the Fire/Bomb Threats Procedures Document.

Maintain a calm atmosphere.

Respond to instructions given by members of the Crisis Management Team (CMT).

Do not speak directly to the media but refer all enquiries to the person responsible for contact with the media – this will be a member of the CMT.

CRISIS MANAGEMENT TEAM (CMT)

Person in charge:	Head/Deputy
Base:	Head Teacher's Office
Reserve Base:	Main Hall
Off-site reserve:	KMC to advise if required
Members:	Headteacher Senior Leaders School Business Manager Caretakers Business Support Team Intervention Manager

The Headteacher has no specific role to allow him to take on a more flexible role, overseeing the emergency response generally and responding to events as he deems necessary.

Several people are allocated to each of the eight jobs.

The person in charge of the Crisis Management Team will delegate responsibility for the seven tasks from the allocation list.

The person in charge will give each person a list of tasks to undertake.

All members of the team will have access to the Emergency Plan.

It is planned that all members of the team will have initial instructions about their role(s); training; and regular "reminder sessions".

PERSON IN CHARGE OF THE CRISIS MANAGEMENT TEAM:

RESPONSIBILITIES:

To ensure the caretakers are advised of the event if a school-based issue

To co-ordinate and direct the activities of the Crisis Management Team

To draw up an emergency plan/immediate course of action for the specific incident

To delegate responsibilities and give task sheets to the chosen staff

To provide a flexible response, based on the Emergency Procedures Document

To keep a comprehensive incident log - pro formas kept in the Emergency Procedures file

To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media

PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA

RESPONSIBILITIES:

Early establishment of central media point (probably the FM office)

To liaise and co-operate with the media and to answer their general* queries, as appropriate, about the arrangements being made for dissemination to the media;

*Note: It is anticipated that the head teacher will **NOT** be responsible for fulfilling the tasks set out on this page. Only the head teacher, or designated deputy in his/her absence, will give press statements and/or answer questions relating to the incident

To assist with the arrangements for press briefings (in consultation with the Council's Press Office who will take the lead role);

To assist the Council's Press Office with the preparation of press statements (the Council's Press Office who will take the lead role);

To liaise with the emergency services and the Council's Press Office over the setting up of a Media Centre;

To provide basic information about the school - refer to separate sheets in file;

In association with the Council's Press Office, to liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any pupils involved in interviews;

Ensuring that pupils involved in interviews have any necessary support;

In association with the Council's Press Office, asking the interviewer the questions to be asked in advance of the interview and undertaking any necessary research work;

To respond to directions from the person in charge of the Crisis Team or other personnel in control, e.g. Police, Duty Emergency Manager.

PERSON TO CONTACT EMERGENCY SERVICES

RESPONSIBILITIES:

Contact as appropriate:

Police	999
Fire	999
Ambulance	999
Local Fire Station	01484 682482
Local Police Station	01484 436855
Police non-emergency	101

Be prepared to give the following information:

- (1) Emergency service(s) required;
- (2) Exact location of the incident;
- (3) Number of casualties;
- (4) Nature of injuries;
- (5) Location of telephone number where call is being made from;
- (6) Hazards which may be encountered by the emergency services at the site;
- (7) Your address and telephone number;

Southgate School, Southfield Road, Almondbury, HD5 8TG

Tel: 01484504544

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

PERSON TO CONTACT COUNCIL AND MEMBERS OF THE CRISIS MANAGEMENT TEAM:

RESPONSIBILITIES:

- * Council Emergency Telephone Operator:
(telephone number given in Appendix J)**

Give the following information:

1. Your name.
2. Your telephone number.
3. The School's name: **Southgate School**

Address: **Southfield Road
Almondbury
HUDDERSFIELD
HD5 8TG**

Telephone: **01484 504544**
Mobile: **07857 696651**

4. Details of the incident.
5. Nature of assistance required - dealing with the media; transport; catering; communications; administrative support.
6. Ask the operator to advise one of the Duty Emergency Managers under the Council's Major Emergency Scheme.

OR

7. During Office hours, contact the Council's Emergency Planning Section direct (telephone number given in Appendix J)

To contact as requested by the person in charge:

Designation	Name	Contact Tel. No.
Head Teacher	Paul Evans	Contact telephone numbers can be found in Appendix J
Duty Head Teacher	Ruth Perfitt	
Assistant Headteachers	Claire Dawson Kate Emptage Charlotte Gaffigan	
Business Support Manager	Josephine Hallas	

To contact the Education and Cultural Services when directed by the Headteacher.

To respond to directions from the person in charge of the Crisis Management Team or other personnel in control, e.g. Police, Duty Emergency Manager.

PERSON TO OPEN APPROPRIATE BUILDINGS:

RESPONSIBILITIES:

Open the appropriate parts of the school.

OR

If required, open the alternative emergency centre.

Considerations regarding alternative premises - in liaison with Police or Duty Emergency Manager

The person responsible for the tasks on this page should be fully conversant with the building facilities and services

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION:

RESPONSIBILITIES:

Check that all available communications and office equipment are working (telephones, fax, email facilities and copiers) in the designated emergency room.

Be ready to give the information to Duty Emergency Manager.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

PERSON TO CONTACT APPROPRIATE OTHERS:

RESPONSIBILITIES:

To contact:

Kirklees

Chair of Governors

Vice Chair of Governors

NOTE: In a major emergency, the Duty Emergency Manager may already have contacted Local Councillors, Education and Cultural Services and MPs. Check before contacting them.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF

RESPONSIBILITIES:

To evacuate the building in accordance with the Fire/Bomb Procedures Document.

To liaise with the Crisis Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.

To ensure that persons evacuated are afforded shelter as appropriate. (To be advised by LA) Following discussion with School Transport team **some** options to consider are:

- Where evacuation from the school site is required, prior agreement in place with Almondbury Community School. School to accommodate our staff and pupils. School transport have emergency procedures in place to allow this to happen.
- Use school mini buses if appropriate

To liaise with Intervention Team and ETAs to ensure that immediate reassurance and support is given for anyone who is distressed.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

IDENTIFIED STAFF FOR VARIOUS DUTIES

RESPONSIBILITY	OPTION 1	OPTION 2	OPTION 3
In charge of the Crisis Management Team	P Evans	R Perfitt	J Hallas
Liaison with the Media	R Perfitt	K Emptage	J Hallas
Contact Emergency Services	C Gaffigan	Business Support Team	J Hallas
Contact with the Council and members of the Team	J Hallas	R Perfitt	P Evans
Opening appropriate buildings	K Crosse (SPIE caretakers) R Beanland (SPIE Facilities Manager)	J Hallas	P Evans
Checking channels of communication	J Hallas	Business Support Team	
Contact appropriate others	K Emptage	C Gaffigan	C Dawson
Immediate safeguarding of Students and staff	R Perfitt	L Stevenson	S Alim

Distribution to be considered in the event of an incident to ensure appropriate.

BASIC INFORMATION ABOUT THE SCHOOL

Southgate School

**Southfield Road
Almondbury
HUDDERSFIELD
HD5 8TG**

Tel 01484 504544

Mob 07857696651

**Email office@southgateschool.co.uk
paul.evans@southgateschool.co.uk**

Safety record:

Southgate School has an excellent safety record, having had no serious accidents / incidents

Details of Senior Staff:

Headteacher:	Paul Evans
Deputy Headteacher:	Ruth Perfitt

SECURITY STRATEGY

Our School is open from 7.30 a.m. to 5.30 p.m. every weekday

The following measures are intended to provide for security:

Fire alarm system – **Maintained by SPIE**

Intruder alarm system - **Maintained by SPIE**

Security lighting - **Maintained by SPIE**

Visitor signing in/out procedures – All visitors to the school sign in at Reception.

Access through the controlled doors to the school is operated by staff in the Reception area

Visitor badges – these are given to visitors as they sign in. Unauthorised personnel will not have a badge and will be challenged by staff.

SECTION 2 - ACTIVATION

2.1 Notification of incident

Information about an incident may come from a number of sources (e.g. member of staff, pupil, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

Date and time of call:

.....

.....

Contact details of informant:

Date and time of incident:

.....

.....

Exact location of incident:

.....

.....

.....

Details of incident:

.....

.....

.....

Where is the informant now and where are they going?

.....

.....

People affected (including names, injuries, where they are, where they are being taken to):

What arrangements are in place for people not directly involved in the incident?

What advice have the emergency services given?

Who has been informed?

- ☐ Headteacher
- ☐ School staff
- ☐ Governors
- ☐ Pupils
- ☐ Parents / carers
- ☐ Extended services

- ☐ Police
- ☐ Fire & Rescue Service
- ☐ Ambulance Service
- ☐ Local authority
- ☐ Health and Safety Executive
- ☐ Foreign & Commonwealth Office
- ☐ Media
- ☐ Insurance company
- ☐ Trade union

Does anyone else need to be informed?

Are any other actions required?

- + **If the incident happened on an educational visit please ask the questions below. You might already have these details but it could be useful to seek confirmation.**

Name of educational visit leader:

.....

Nature of educational visit:

.....

Number of pupils on educational visit:

.....

Number of staff on educational visit:

.....

Location of educational visit:

.....

.....

.....

If the incident happened abroad, does the Foreign & Commonwealth Office need to be notified?

.....

.....

.....

SECTION 3 - ROLES AND RESPONSIBILITIES

3.1 Roles and responsibilities - co-ordination

Ref'	Co-ordination - initial response	Tick / sign / time
C1	Establish a basic overview of the incident.	
C2	<p>If the incident has occurred on an educational visit:</p> <ul style="list-style-type: none"> ▪ Liaise with the educational visit leader on a regular basis ▪ Consider sending extra staff to support the educational visit leader ▪ Discuss with the educational visit leader the arrangements for notifying parents / carers ▪ Consider how parents / carers and pupils will be reunited. 	
C3	<p>Wherever possible, assign members of staff to relevant School Emergency Management Team (SEMT) roles:</p> <ul style="list-style-type: none"> ▪ Business continuity ▪ Communications ▪ Log-keeping ▪ Media management ▪ Resources ▪ Welfare. 	
C4	<p>Remember to:</p> <ul style="list-style-type: none"> ▪ Allocate tasks amongst the SEMT ▪ Ensure that staff are clear about their designated responsibilities ▪ Establish the location and frequency of SEMT / staff briefings ▪ Ask staff to maintain a log of actions made and decisions taken ▪ Assign a log-keeper to provide administrative / secretarial support. 	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. emergency services, local authority) as required. Provide accurate and factual information to those arriving on-scene.	
C8	Ascertain the whereabouts of all pupils, staff and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform governors as appropriate.	
C10	Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.	

Ref'	Co-ordination - ongoing response	Tick / sign / time
C11	Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.	
C12	Continue to allocate tasks amongst the SEMT. Work closely with the SEMT to co-ordinate their actions and help to resolve any complications or difficulties that arise.	
C13	If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.	
C14	Ensure that regular briefings are given to: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents / carers ▪ Governors ▪ Extended services. 	
C15	Work closely with the 'media management' role to provide regular briefings to the media. Seek support from other organisations if necessary.	
C16	Check that everyone who should have been notified of the incident has been informed.	
C17	In the event of a serious injury or fatality, report the incident to the Health and Safety Executive (HSE) as soon as possible.	
C18	Seek advice on legal and insurance issues, if appropriate.	
C19	If the incident is a crime scene (or subject to a fire investigation) seek advice from the Police and / or Fire & Rescue Service.	

Ref'	Co-ordination - recovery	Tick / sign / time
C20	Act as the main contact for the recovery process. Continue to allocate tasks amongst the SEMT and other staff.	
C21	Ensure that post incident support is available to all who may require it (please refer to appendix 1 for more information).	
C22	Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
C23	Complete any necessary forms / paperwork.	
C24	Arrange a debrief for school staff involved in the response.	

C25	Represent the school at other debriefs which may take place (e.g. one organised by the local authority or Local Resilience Forum).	
C26	Initiate a review of the school emergency plan.	
C27	Consider contacting the headteachers of nearby schools to inform them of any important issues relating to the incident.	

3.2 Roles and responsibilities - business continuity

Please refer to appendix 2 for more information on business continuity arrangements.

Ref'	Business continuity - initial response	Tick / sign / time
BC1	Assess the nature of the incident, e.g.: <ul style="list-style-type: none"> ▪ Loss of utility supply ▪ Loss of supplier ▪ Loss of premises ▪ Loss of personnel ▪ Loss of telecommunications. 	
BC2	Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	
BC3	Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	
BC4	Attempt to recover important documentation; records and equipment if safe to do so (consult the emergency services for advice if necessary).	
BC5	If appropriate, contact organisations which can assist in document restoration.	

Ref'	Business continuity - ongoing response	Tick / sign / time
BC6	Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.	
BC7	Seek support from other organisations (e.g. buddy schools, the local authority, suppliers / contractors) as required.	
BC8	Work with the 'communications' role to ensure staff, pupils and parents / carers are informed of any changes to the school routine.	
BC9	In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the	

	cleaning regime.	
--	------------------	--

Ref'	Business continuity - recovery	Tick / sign / time
BC10	Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	
BC11	Put in place arrangements for remote learning, if necessary.	
BC12	Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	

3.3 Roles and responsibilities - communications

Ref'	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary.	
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	
CO3	Support staff with any communication needs they may have.	
CO4	Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).	

Ref'	Communications - ongoing response	Tick / sign / time
CO5	Ensure regular information is provided to: <ul style="list-style-type: none"> ▪ Pupils ▪ Parents / carers ▪ Governors ▪ Extended services. 	
CO6	Consider the most effective arrangements for contacting pupils and parents / carers (please refer to appendix 6). Ensure that records of calls made to parents / carers are maintained.	
CO7	Liaise with the 'media management' role about contacting local radio stations.	
CO8	Update the school answer phone on a regular basis.	
CO9	Liaise with the 'co-ordination' role in sending a letter home to	

	<p>parents / carers. This could include information on:</p> <ul style="list-style-type: none"> ▪ What has happened ▪ How their child was involved ▪ The actions taken to support those involved ▪ Who to contact if they have any concerns or queries. 	
CO10	In the event of a major emergency, seek support from the local authority; they may be able to establish a helpline for enquiries from the public.	

Ref'	Communications - recovery	Tick / sign / time
CO11	Provide regular briefings to pupils and parents / carers.	
CO12	Assist the 'business continuity' role in providing remote / virtual learning.	
CO13	Check that any information in the public domain (e.g. website content) is accurate and up-to-date.	

3.4 Roles and responsibilities - log-keeping

Please refer to appendix 9 for more information on log-keeping.

Ref'	Log-keeping - initial response	Tick / sign / time
LK1	Attend SEMT briefings. Keep a log of important information, actions taken and decisions made.	
LK2	Ensure that each member of staff keeps an incident log.	

Ref'	Log-keeping - ongoing response	Tick / sign / time
LK3	Provide administrative / secretarial support to the SEMT.	
LK4	Keep accurate records of anyone admitted to hospital or treated by the emergency services.	
LK5	Record details of any expenditure incurred by the school.	

Ref'	Log-keeping - recovery	Tick / sign / time
LK6	Collate all incident logs, making copies if necessary.	
LK7	Ensure records related to the incident are archived securely but	

	make these available to authorised staff for future reference (e.g. in the event of a debrief or enquiry).	
--	--	--

3.5 Roles and responsibilities - media management

Ref'	Media management - initial response	Tick / sign / time
M1	Seek support from other organisations (e.g. emergency services, local authority) in responding to media requests.	
M2	Ensure media access to the site, staff and pupils is controlled. Do not let the media onto the school site or give them access to pupils unless there is a specific reason for doing so and permission / consents are in place. Ask for support from the Police if necessary.	
M3	Designate a specific area for the media away from the main entrance to the school, so they do not prevent or intimidate people entering and leaving the site.	
M4	Develop a brief media statement (designed to provide reassurance) on behalf of the school. Information given must be limited until the facts are clear and all parents / carers have been notified.	
M5	Arrange for an appropriate member of staff to act as a spokesperson (preferably this person will have received media training). If a suitable spokesperson is unavailable the Police or local authority may be able to undertake this role.	
M6	Be prepared to be interviewed by the media.	

Ref'	Media management - ongoing response	Tick / sign / time
M7	Devise an ongoing strategy for responding to media requests. Work closely with the media to establish what information they require and when their deadlines are.	
M8	Gather information from the SEMT, emergency services and other organisations as appropriate.	
M9	Provide regular statements to the media. Ensure each message conveys an accurate, consistent and reassuring message. All press releases should be checked and agreed by the emergency services (and other organisations as appropriate).	
M10	Advise staff on where to direct media enquiries. Ask staff, pupils and parents / carers to avoid speculation when talking to the media.	

M11	Try to prevent the spread of misinformation (especially through the use of mobile phones).	
-----	--	--

Ref'	Media management - recovery	Tick / sign / time
M12	Keep the media informed of developments in the recovery process. Present a positive and reassuring image to the public.	
M13	Be aware of media interest in memorials or anniversaries of the event.	

3.6 Roles and responsibilities - resources

Ref'	Resources - initial response	Tick / sign / time
R1	Take action to protect property. Consider turning off utility supplies.	
R2	Ensure the emergency services can access / egress the school without hindrance. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.	
R3	Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.	
R4	<p>Work with other staff and the emergency services to control access to the school:</p> <ul style="list-style-type: none"> ▪ Advise staff and governors that they might have to prove their identity before the emergency services will grant them access. ▪ Provide authorised visitors with identification badges and ensure they sign-in and sign-out. ▪ Ensure that media access to the site is controlled. 	

Ref'	Resources - ongoing response	Tick / sign / time
R5	Liaise with utility suppliers as required.	
R6	<p>Establish safe and secure areas to assist the response. E.g.:</p> <ul style="list-style-type: none"> ▪ SEMT briefing room ▪ Briefing area for parents / carers ▪ Media briefing room. 	

R7	Work closely with staff and other organisations to provide access to facilities and resources as required. This may involve opening or closing parts of the school.	
R8	Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).	
R9	Work with the 'business continuity' role to arrange temporary accommodation, if required.	

Ref'	Resources - recovery	Tick / sign / time
R10	Work closely with the 'co-ordination' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
R11	Arrange a site visit with relevant personnel (e.g. emergency services, utility suppliers, local authority) involved in the recovery phase.	
R12	Procure temporary classrooms if appropriate.	

3.7 Roles and responsibilities - welfare

Ref'	Welfare - initial response	Tick / sign / time
W1	Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors and responders.	
W2	Identify pupils who may require additional support: <ul style="list-style-type: none"> Those with Special Educational Needs (SEN) Those with medical needs Those with Personal Emergency Evacuation Plans (PEEPs) Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident). 	

Ref'	Welfare - ongoing response	Tick / sign / time
W3	Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.	

W4	Make arrangements for reuniting pupils with their parents / carers. Ensure that a member of staff is present to meet and greet them.	
W5	In groups as small as practicable, inform pupils about the incident. Consider the best way to convey bad news. In the event of a tragic incident, consider seeking support from educational psychologists about the best way to inform and support pupils.	
W6	Where possible, every child should to be spoken to, and asked if they are alright, before they leave school.	
W7	Take account of religious and cultural factors. Consider contacting religious leaders within the community for support.	
W8	Ensure that staff take regular rest periods.	

Ref'	Welfare - recovery	Tick / sign / time
W9	Please refer to appendix 1 for information on welfare arrangements and post incident support after the emergency response.	

3.8 Roles and responsibilities - educational visit leader

Ref'	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	

E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> ▪ Contact details ▪ Consent forms (including medical and next-of-kin details) ▪ Maps ▪ Tickets ▪ Insurance policies ▪ Proof of identity ▪ Passports (if abroad). 	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref'	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	

E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> Records of expenditure Medical certificates / hospital admission forms Police incident number. 	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref'	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

Ref'	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

APPENDIX A – Business Continuity

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	Classrooms		
Examination papers	Locked safe inside locked room inside first floor resources room		
Asset registers / equipment inventories			
Insurance documentation			

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework			
Contact details			
Financial information			
Medical information			

Remote learning	Notes / instructions
Website / extranet	
Email	
Post	

APPENDIX B – Site Information

Utility supplies	Location	Notes / instructions
Gas		
Water		
Electricity		
Heating		

Internal hazards	Location	Notes / instructions
Asbestos		
Chemical store(s)		

Pre-designated areas	Location	Notes / instructions
SEMT briefing area		
Media briefing area		

APPENDIX C – Evacuation and Bomb Threats

See Southgate School's Fire Evacuation Plan, and Bomb Threat Evacuation Plan.

APPENDIX D – Incident Log

Incident:

Location of incident:

Date:

Time:

The following section to be maintained as the incident progresses:

Date	Time	Event/Action Taken	Reason(s)

Name

Designation

APPENDIX E – School Trip Attendance Form

Name and address of School	<input type="text"/>		
School telephone number	<input type="text"/>		
School trip to	<input type="text"/>		
Departure time and date	<input type="text"/>		
Anticipated return time and date	<input type="text"/>		
Home contact teacher	Name <input type="text"/>	Tel. No.	<input type="text"/>
Supervising teacher mobile phone number	Tel. No.		<input type="text"/>

The following staff, parents and pupils are on the above trip

Name	Address	Home Tel. No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

One copy of this form will be retained by the Home Contact Teacher and one copy by the Supervising Teacher.

There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all trips, regardless of duration, a list will be compiled of names, addresses and home telephone numbers of all staff and pupils making up the party. One copy will be retained by the senior member of staff going on the trip (the supervising teacher) and another copy given to a member of staff not going on the trip (the home contact teacher).

The name and telephone number of the home contact teacher will be clearly marked on the list being taken by the supervising teacher.

The home contact teacher should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips.

Where possible, the supervising teacher will have with him/her a mobile telephone, the number for which is known to the home contact teacher.

Although this is an extremely onerous task, the School feels that it is worthwhile to allay anxieties, particularly of parents, should an incident occur or the trip is significantly delayed on its return.

Note: Careful consideration should be given to the guidance issued by the DfE relating to school visits and any guidance issued by the Authority during any updates to this policy

APPENDIX F – Equipment/Facilities Required in the Controlling Centre

Item	Where located	Notes
Telephone(s)	Already in controlling centre	Dial 9 to get an outside line, followed by the number you are ringing
Mobile phones	Senior Leaders all have work mobile phones	
Photocopiers	Downstairs Photocopying Room Admin Office Upstairs Resources Room	
Computers with internet / email	Business Support Team Main School Office	office@southgate-school.co.uk paul.evans@southgateschool.co.uk
Stationery, supply of incident logs, emergency plans, contact lists, maps and plans etc	School Business Manager Main School Office	

APPENDIX G – School Closure & Severe Weather Plan

Schools make the decision to close on a daily basis (in the morning) and not in advance.

- If the school decides to close due to bad weather conditions, please enter the information on the following website:
www.kirklees.gov.uk/closeyourschool
- Advise School Transport on 01484 221000 (School Transport Department)

This information is placed on the council's website and our Facebook page. A text is sent out to our key partners including parent/ carers, school transport, SPIE, catering, IT and agencies.

Severe weather plan

In the event of snow and icy conditions the primary route into school is from the highway to the main front door. This will be gritted prior to staff/ visitor arrival and will be monitored and re-gritted throughout the day by Spie.

Staff and visitors parking in the main staff car park should be aware the driveway in front of the parking spaces will be gritted but not the parking bays. Staff/visitors should take care when walking within the bays. Business manager will send a message via Parent Hub to all staff making them aware of icy conditions, reminding staff of the primary route into school. Other pathways are gritted however these routes will be used at your own risk.

The minibus drop-off point within Castle Hill Playground will be gritted prior to pupils arriving and leaving. The ramp and steps down to the entrance will be gritted to ensure a safe route for pupils into the building.

In the event of deep snow fall after the minibus drop off point has been gritted and before buses have arrived, the decision to close the school will be made. A message via Parent Hub will be sent out to parents and staff to make them aware of the closure.

In the event of deep snow fall whilst the school is open, Spie will clear snow from in front of fire exit doors and a decision whether to close the school will be made.

Playtimes and use of outdoor spaces

In the event of icy conditions playgrounds, outdoor areas leading from classrooms and fixed playground equipment will not be used. Pupils can access the front playing field with care taken whilst walking to the field. See School and Environment risk assessments.

In other severe weather conditions a decision to close the school will be made. Staff and parents will be informed by a message via Parent Hub.

APPENDIX H – Contact List

Council Duty Emergency Manager	ON CALL OFFICER IN EMERGENCY	Mobile No.
		0777 333 4 999

Name	Designation	Office No.	Email	Mobile No.
Southgate School	School Office	01484 504544	office@southgateschool.co.uk	
Paul Evans	Headteacher	01484 504544	paul.evans@southgateschool.co.uk	07857 696651
Ruth Perfitt	Deputy Head	01484 504544		07590 637408
Kate Emptage	Assistant Head	01484 504544		07734 230158
Charlotte Gaffigan	Assistant Head	01484 504544		07734 230157
Clare Dawson	Assistant Head	01484 504544		07590 637355
Josephine Hallas	School Business Manager	01484 504544		07590 637400
Shaun Cassidy	SPIE Caretaker	01484 504544	premises@southgateschool.co.uk	07385 961155
Kerryann Crosse	SPIE Caretaker			07580 781622
Richard Beanland	SPIE Facilities Manager			07966 906224
Richard Baines	Chair of Governors	01484 504544	office@southgateschool.co.uk	07801 730551
Matthew Holland	Vice Chair of Governors	01484 504544	office@southgateschool.co.uk	07756 537085
Michael Yarwood	Publications & Media Team	01484 221000 72437	michael.yarwood@kirklees.gov.uk	07973 254457

Jo-Anne Sanders	Service Director Learning and Early Support	01484 221000 75309	jo-anne.sanders@kirklees.gov.uk	07976 194386
Judith Anderson	Passenger Transport Team Manager	01484 221000 71299	judith.anderson@kirklees.gov.uk	07817 955434
School Transport Out of hours emergency contact	School Transport	71309	schooltransport@kirklees.gov.uk	07967 689822
Kathryn Marshall	Contracts Manager	01484 221000 71922	kathryn.marshall@kirklees.gov.uk	07814 861239
Michelle Stephenson & Maxine Wood	Safeguarding Officer(s)	01484 221919 72662 / 74656	schoolsafeguardingofficer@kirklees.gov.uk	07966 993606 07929 033369
Spencer King	Commercial and Systems Manager	01484 414708 70844	spencer.king@kirklees.gov.uk	07973 376981
Sharon Johnson	Area Catering Officer	01484 221000 70862	sharon.johnson@kirklees.gov.uk	07528 252157
	Educational visits	860 5237		07969 918252
	Corporate Health and Safety	01484 221000		
	Legal Officer	01484 221000		
Emergency Planning Office	24-hour cover for emergencies (Out of hours)	01484 221000 72423	Jason.shirazi@kirklees.gov.uk	07976 455704
Sharon Crane	Schools Human Resources Partner	01484 225358 71763	sharon.crane@kirklees.gov.uk	07976 497600
Police (Local) Non-emergency	01484 436855 999 / 101			

Fire (Local)	Huddersfield 01484 551800	Holmfirth 01484 682482		
Ambulance (Local)	999 / 112			
Corporate H&S Team (24hrs)	01484 221000			
Emergency Planning Team Standby	07773 334999			
Risk and Insurance Team	01484 221000 73982			07968 745790
Communications and Marketing	01484 221000 70528			07528 252285
H&S Executive Duty Officer	0345 3009923 (office hours)	0151 9229235 (24hrs)		