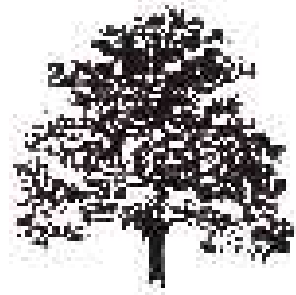


Emergency Procedures

Oaklands Park School



(May 2012)

Closing the School

The school may be closed for a number of reasons, foremost amongst which are :

- Severe weather
- Fire
- Illness
- Utilities Problems, including Burst Pipes
- Heating problems

Decision Making

Contact Principal as soon as possible	If the problem occurs during the night or very early in the morning, the most senior member of staff on duty should decide when to contact the Principal. This should not be any later than 7.30a.m. Similarly, at weekends, the Principal and the senior member of staff on call, must be contacted at the earliest opportunity.
The Principal	Will make all decisions from that point forward with the most senior member of staff on duty, based on Devon LA and Oaklands Park procedures. The Principal will decide what advice to give staff on remaining at / attending work.

If the Principal cannot be contacted or is absent from school, the Deputy Principals must be contacted and will follow procedures.

Procedure for Dismissing Pupils

During the school day	<p>The Principal will direct administrative and classroom staff to contact parents and make arrangements for children to be collected / delivered.</p> <p>The co-operation of the transport department will be sought, if necessary.</p> <p>The Principal will inform the chair of governors and LA at the earliest opportunity.</p> <p>The Principal will write to all parents explaining the reasons for his actions.</p> <p>Depending on the nature of the emergency, the Principal will decide on the suitable number of staff needed at the school, to care for and supervise pupils whilst they remain in the building.</p>
Weekdays, before the normal start of school	<p>The Principal will direct any available member of staff to alert parents to the situation and to make arrangements for children to be collected / delivered.</p>
Weekdays after the normal end of school	<p>The Principal will direct any available member of staff to alert parents to the situation and to make arrangements for children to be collected / delivered.</p>
Weekends	<p>The Principal, or senior member of staff on call (having discussed the situation with the Principal / Deputy Principal) will direct any available member of staff to alert parents to the situation and to make arrangements for children to be collected / delivered.</p>

Procedure for Re-opening the School

The Principal	<p>Will take advice on when it is safe to re-open the school</p>
Admin. staff and Senior staff	<p>Will contact colleagues and parents, to advise them of the opening date and time</p>

Appendix I Severe Weather

When it is apparent that severe weather will disrupt the school or will prevent the school from opening, the following procedure will be followed

The Principal (or Deputy Principals in his absence) will decide to close the school.

(1) Day Children Normal School Hours

- i. The transport department will be informed and arrangements made to transport all day children to their homes
- ii. Parents will be informed at the earliest opportunity
- iii. Day staff will be permitted to leave when all children have left the building, at the discretion of the Principal

(2) Resident Children Normal School Hours

The Principal, advised by the Deputy Principal or senior member of staff, will decide if the residences can remain open. The key factor will be the number of staff able to come into and remain at work to provide care. When the decision to close the school is taken, the procedure outlined in (1) will apply.

(3) Day Children Before Normal School Hours

When the Principal decides that the school cannot open, the following flowchart will be followed

Principal will contact Radio Devon	>
Principal will contact all teachers	>
Teachers will contact their teaching assistants	>
Teachers will report back to the Principal	>

All classroom staff will be advised that, if they cannot get to Oaklands Park, they should offer their services to the nearest Devon school, to which they can travel safely.

(4) Resident Children Outside Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the head of care / senior member of staff on duty

Deputy Principal will contact Team Leaders >
Team Leaders will contact team members >
Deputy Principal will report back to the Principal >

The transport department will be informed and arrangements made to transport all day children to their homes
Parents will be informed at the earliest opportunity
Resident staff will be permitted to leave, at the discretion of the Principal or senior member of staff present

Where children are 'stuck' at the school because of severe weather, every effort will be made, under the direction of the Principal and senior staff, to ensure that the school is adequately staffed by regular and relief staff.

The key factor will be the number of staff able to come into and remain at work to provide care.

(5) Other Staff

When the decision has been taken to close the school

The Principal will inform the premises manager, the bursar and the kitchen manager

These colleagues will inform members of their teams

In the case of fire breaking out at the school, the fire evacuation procedures (to be found elsewhere) will be followed.

The Principal (or deputy in his absence) will decide to close the school.

The procedure outlined below will apply regardless of which building the fire has occurred in.

(1) Day Children Normal School Hours

The transport department will be informed and arrangements made to transport all day children to their homes, should the fire occur in the main school building
Parents will be informed at the earliest opportunity
Day staff will be permitted to leave when all children have left the site, at the discretion of the Principal

(2) Resident Children Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the head of care and fire service personnel. The key factor will be the condition and safety of residential buildings. When the decision to close the school is taken, the procedure outlined in (1) will apply.

(3) Day Children Before Normal School Hours

When the Principal decides that the school cannot open, the following flowchart will be followed

- Principal will contact Radio Devon >
- Principal will contact all teachers >
- Teachers will contact their learning support assistants >
- Teachers will report back to the Principal >

(4) Resident Children Outside Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the Deputy Principal senior member of staff on duty and fire service personnel.

Deputy Principal will contact Team Leaders >
Team Leaders will contact team members >
Deputy Principal will report back to the Principal >

The transport department will be informed and arrangements made to transport all day children to their homes
Parents will be informed at the earliest opportunity
When all children have left the site, residential staff will be permitted to leave, at the discretion of the Principal or senior member of staff present

(5) Other Staff

When the decision has been taken to close the school

The Principal will inform the premises manager, the bursar and the kitchen manager

These colleagues will inform members of their teams

Appendix III Illness

Procedures for reporting illness to the health authorities are outlined elsewhere. There are some circumstances in which the school might be closed because of illness. These might include significant outbreak of illness amongst staff or significant outbreak of illness amongst children. The Principal and senior staff will follow the advice of medical professionals at all times. When the decision to close has been taken, the following procedure will be followed

The Principal (or deputy in his absence) will decide to close the school.

(1) Day Children Normal School Hours

The transport department will be informed and arrangements made to transport all day children to their homes

Parents will be informed at the earliest opportunity

Day staff will be permitted to leave when all children have left the building, at the discretion of the Principal

(2) Resident Children Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the Deputy Principal. The key factor will be the number of staff able to come into and remain at work to provide care. When the decision to close the school is taken, the procedure outlined in (1) will apply.

(3) Day Children Before Normal School Hours

When the Principal decides that the school cannot open, the following flowchart will be followed

Principal will contact Radio Devon	>
Principal will contact all teachers	>
Teachers will contact their learning support assistants	>
Teachers will report back to the Principal	>

(4) Resident Children Outside Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the head of care / senior member of staff on duty

Deputy Principal will contact Team Leaders	>
Team Leaders will contact team members	>
Deputy Principal will report back to the Principal	>

The transport department will be informed and arrangements made to transport all day children to their homes

Parents will be informed at the earliest opportunity

Residential staff will be permitted to leave, at the discretion of the Principal or senior member of staff present

The key factors will be the number of staff able to come into and remain at work to provide care and the advice offered by medical professionals.

(5) Other Staff

When the decision has been taken to close the school

The Principal will inform the premises manager, the bursar and the kitchen manager

These colleagues will inform members of their teams

When it is apparent that lack of power or water will disrupt the school or will prevent the school from opening, the following procedure will be followed

The Principal (or deputy in his absence) will decide to close the school.

(1) Day Children Normal School Hours

The transport department will be informed and arrangements made to transport all day children to their homes

Parents will be informed at the earliest opportunity

Day staff will be permitted to leave when all children have left the building, at the discretion of the Principal

(2) Resident Children Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the head of care. The key factor will be conditions within the residential areas. When the decision to close the school is taken, the procedure outlined in (1) will apply.

(3) Day Children Before Normal School Hours

When the Principal decides that the school cannot open, the following flowchart will be followed

Principal will contact Radio Devon	>
Principal will contact all teachers	>
Teachers will contact their learning support assistants	>
Teachers will report back to the Principal	>

(4) Resident Children Outside Normal School Hours

The Principal will decide if the residences can remain open based on the advice offered by the head of care / senior member of staff on duty

Deputy Principal will contact Team Leaders	>
Team Leaders will contact team members	>
Deputy Principal will report back to the Principal	>

The transport department will be informed and arrangements made to transport all day children to their homes

Parents will be informed at the earliest opportunity

Resident staff will be permitted to leave, at the discretion of the Principal or senior member of staff present

The key factor will be the condition of buildings and the advice offered by professionals from the Utilities organisations.

(5) Other Staff

When the decision has been taken to close the school

The Principal will inform the premises manager, the bursar and the kitchen manager

These colleagues will inform members of their teams

Appendix V Heating Problems

The procedures outlined in Appendix IV will apply.

Appendix VI Long Term Closure of the School

Where closure of the school continues beyond two or three days, the Principal will consult the LA and chair of governors. He will convene a meeting of the school Leadership Team to draw up a plan for temporary relocation or alternative education and care procedures

Revised

May 2012