

Contingency Plan & Policy

Heathlands School





Policy Review

This policy will be reviewed in full by the Governing Board.

The policy was agreed by the FGB Committee on 19.3.25

Next Review due March 2027.

Co-Headteachers Signature:		Date: 19.3.25
Governor Signature:		Date: 19.3.25

Statement of intent

Heathlands School is committed to providing quality education for all pupils under all circumstances, and to ensuring the health and safety of all members of the school community. As such, we have a number of policies in place to prevent emergency incidents wherever possible; however, we recognise that on rare occasions, emergency incidents will be unpreventable or may still occur despite our best efforts to manage the risk.

The aim of this plan is to ensure that any such emergencies can be handled quickly and efficiently, ensuring that minimal harm or damage is caused to individuals and the school itself, that all members of the school community can continue to feel supported, and that high-quality education can continue to be provided for all pupils.

This plan does not replace or override specific procedures outlined for specific emergencies; it is intended to provide an overview of the principles to which the school will adhere in its approach to emergencies, the initial actions that will be taken when any emergency occurs, and the procedures we will follow to ensure all pupils can continue to receive the same level education, support and protection that we offer under normal circumstances.

1. Contact details

The school will enable efficient and effective communication amongst members of the school community by ensuring that important contact details that may be needed in an emergency situation are available to all members of the school community.

The following contact details will be provided for all staff members, and will be published on the school website:

School details	
Name of school	Heathlands School
School address	Heathlands Drive, St. Albans, Hertfordshire, AL3 5AY
School office contact number	01727 807807
School office email address	admin@heathlands.herts.sch.uk
Name of Co headteachers	Lesley Reeves Costi and Sarah Shields
Headteacher contact number	01727 807807
Headteacher email address	head@heathlands.herts.sch.uk
Chair of governors contact number	

Chair of governors email address	Oyin.kalejaiye@heathlands.herts.sch.uk
Emergency services information	
Name of LA	Hertfordshire
LA contact number	0300 123 4040
Name of nearest hospital	Watford General Hospital
Contact number of hospital	01923 244366
Emergency services contact number	999
Non-emergency services contact number	111

School staff will be aware of the following information when calling emergency services, and will ensure they are able to request the appropriate service when asked:

Service	Reason
Police	<ul style="list-style-type: none"> • Fatality • Assault or sexual assault • Siege, hostage situation or firearms incident • Missing pupil • Bomb threat • Damage to building or equipment • Motor vehicle collision or impact in school building • Impact by equipment, machinery or aircraft • Natural hazards
Ambulance	<ul style="list-style-type: none"> • Serious injury • Serious illness • Mass casualty (alongside police dependent on nature of cause)
Fire	<ul style="list-style-type: none"> • Fire on school property • Flood on school property

The following staff members are aware that they have distinct roles in the event of an emergency and will ensure that they are contactable via the contact details below at all times during emergency situations, wherever possible.

These details will be updated annually – staff members will notify the Co-Headteachers when their contact details change. All staff members will be expected to ensure the following

contact numbers, as well as the contact number for the Co-Headteachers are saved into their mobile phones in case an emergency occurs.

Role	Name
Lead first aider	Sarah Shields
Health and safety officer	Nicola Jackson
Site manager	Carol Bush
Caretaker	John West
DSL	Lesley Reeves Costi
Deputy DSL	Pauline Jordan and Sabrina Lee
SENCO	Lesley Reeves Costi
Designated teacher for LAC	Sarah Shields

Contact details for the parents, carers and social workers of all pupils can be found in each individual pupil's educational record.

2. Roles and responsibilities

The governing board will:

- Oversee the health, safety and welfare of staff, pupils and visitors in the school.
- Support the Co-Headteachers to review and update this plan in response to any changes to the circumstances or environments of the school.
- Work with the Co-Headteachers to make decisions on courses of action in response to an emergency.
- Support the school in developing and implementing short- and long-term responses to specific emergency situations.
- Support the school in reviewing its responses to any emergency incidents that occur, and using the knowledge learned to amend plans for handling emergencies in the future.
- Secure training for all staff on emergency responses and procedures, including more in-depth and extensive training for members of the senior incident response team.

The Co-Headteachers will:

- Lead the school in following identified emergency procedures in the event of an emergency.

- Work with the governing board to make decisions on courses of action in response to an emergency.
- Review and update this plan wherever necessary and at least annually.
- Ensure that communication between the school and the community about the response to an emergency is quick, efficient and reassuring.
- Selecting a senior incident response team to support them in the leading of responses to emergencies.

The senior incident response team will:

- Undergo specific training on leading an emergency.
- Work under the direction of the Co-Headteachers to lead the school's initial and ongoing response to an emergency.

The DSL, or deputy DSL in the DSL's absence, will:

- Be contactable at all times during their working hours throughout an emergency situation to deal with any safeguarding concerns.
- Oversee the safeguarding procedures during an emergency situation to ensure that the school can continue to safeguard and promote the welfare of children at all times.

The senior mental health lead will:

- Nurture a whole-school approach to prioritising wellbeing and talking about mental health during and/or in the aftermath of an emergency situation.
- Ensure that pastoral care and mental health support, both internal and external, is secured for all those who need it during and/or in the aftermath of an emergency situation.

The SENCO will:

- Ensure that pupils with SEND are supported throughout emergency situations in ways that are appropriate to their needs.
- Advise the Co-Headteachers on reasonable adjustments that need to be made to this plan or any specific emergency procedures to accommodate the needs of pupils with SEND.

The health and safety officer will:

- Support the Co-Headteachers in undertaking health and safety risk assessments in the aftermath of an emergency where necessary.
- Work with the Co-Headteachers to develop specific procedures for particular emergency situations.
- Conduct risk assessments for the prevention of emergencies, using any emergency situations that occur to inform control measures moving forward.

The site manager will:

- Be responsible for securing the site to prevent unauthorised access, e.g. of members of the media, where necessary.
- Ensure that emergency services are given access to necessary areas of the school.
- Respond to activated emergency alarms outside of school hours, where possible.

The lead first aider will:

- Be responsible for coordinating the first aid provision in the event of an emergency.
- Ensure that all individuals who need first aid support have received it.

Administrative staff will:

- Maintain effective communication with parents and other stakeholders under the direction of the Co-Headteachers in the event of an emergency.

3. Types of emergency

For the purposes of this plan, “**emergency**” is defined as a serious, unexpected, and often dangerous situation requiring immediate action, which risks the health and safety of pupils, staff, parents or other stakeholders and/or has the potential to significantly disrupt the continuity of pupils’ education.

Emergency events covered by this plan include, though are not necessarily limited to:

- Public health incidents, e.g. a significant infectious disease incident.
- Severe weather, e.g. flooding
- Medical emergencies, e.g. serious injury to a pupil or member of staff.
- Fatalities in the school community and/or on the school premises.
- Life-threatening damage to property, e.g. severe fire.
- Criminal activity, e.g. bomb threat, intruder.

This plan has been designed to cover all potential emergencies listed above and any other emergency situation that meets the definition above.

There are also a number of levels of emergency:

- **Level 0** – emergencies which may disrupt the provision of education but are not likely to cause immediate threats to the health and safety of members of the school community. This includes adverse weather, industrial action, minor property damage and failures of school systems, e.g. the heating system. These emergencies will largely be handled by full or partial school closure.
- **Level 1** – emergencies localised to the school premises which disrupt the provision of education and pose a significant risk to the health and safety of members of the school community; these emergencies may be life-threatening. This includes violent and/or armed intruders on school premises, fire, gas leaks, and major property

damage such as flooding. These emergencies will be handled in line with the Immediate actions in a 'level 1' emergency section of this plan.

- **Level 2** – major emergencies on a community, regional or national level. This includes terrorist action, significant civil unrest, factory explosions, and viral epidemics or pandemics leading to national alert. These emergencies will be handled in line with the Immediate actions in a 'level 2' emergency section of this plan.

4. Policies, procedures and risk assessments

Policies and procedure

The school has a number of policies and procedures in place which outline the measures the school has implemented to prevent emergency situations occurring and outlining the specific procedures to follow in the event that particular emergency incidents do occur.

The relevant policies and procedures are as follows:

- Fire Safety Policy
- Lockdown Procedure
- Asbestos Management Policy
- Infection Control Policy
- COSHH Policy

All of the above policies will be provided to relevant staff as part of their induction, and are available on the staff drive.

Risk assessments

In line with the school's duties under The Management of Health and Safety at Work Regulations 1999, the school will develop risk assessments to address all risks to the health and safety of pupils, staff, governors, and visitors to the school site.

The Co-Headteachers will ensure that risk assessments have been conducted taking account of the layout of the school, including evacuation routes.

5. Training

All staff members who work on the school site will receive annual emergency training relevant to their role. This will include an overview of each staff member's responsibilities and role in a number of different emergency responses, including evacuation, lockdown, school closure, parent support and engagement with emergency services.

Training will also be ongoing throughout the year in the form of the following drills:

- Whole-school evacuation drills, e.g. fire alarm
- Whole-school lockdown drills
- Staff random emergency response drills on INSET days

Feedback will be provided to staff members by the Co-Headteachers following any drills completed, and evaluations of overall school performance in drills will be used to inform future practice, including changes to policies and procedures.

The senior incident response team will undergo more extensive training to ensure they can assist the Co-Headteachers in leading emergency responses.

6. Immediate actions in a 'level 1' emergency

During the school day

Where an emergency occurs during the school day, i.e. during school hours where pupils and staff are on the premises in full attendance, staff will adhere to the following procedures:

- The first staff member to become aware of the emergency will establish a basic overview of the incident, including the nature of the incident, whether there are any casualties, and whether there is immediate danger to individuals' safety.
- Where there is immediate risk to safety and evacuation is required, e.g. in the event of fire, the staff member will activate fire alarms and begin following the Evacuation Procedure. The staff member will call the emergency services immediately, where necessary, on 999.
- Where there are casualties, the staff member will notify the lead first aider on the premises of the nature of the situation and the location of the emergency. Where an individual is seriously injured, the emergency services will be called. Where the staff member is first aid trained, they will begin administering first aid, where necessary and possible in the circumstances – staff members who are not first aid trained will not attempt to administer first aid.
- Where the first staff member to become aware of the emergency is not a co headteacher, the staff member will alert the Co-Headteachers immediately. If the Co-Headteachers are absent, the deputy headteacher will be contacted.
- Upon notification of the emergency, the Co-Headteachers will notify all staff of the emergency and will begin leading the school in the correct emergency procedure where this has not already commenced, e.g. evacuation or lockdown.
- The Co-Headteachers are responsible for ensuring all individuals are accounted for, and that they are safe and well, in the aftermath of discovering the emergency – the senior incident response team will support the Co-Headteachers.
- The lead first aider will be responsible for ensuring that any individuals who need medical attention have received first aid and that an ambulance has been called where necessary. Where individuals requiring medical attention are pupils, the lead first aider will direct a member of staff to contact the pupils' parents and notify them of the situation as soon as possible. Where there has been a fatality, the Co-Headteachers will liaise with the police about informing next of kin.
- The Co-Headteachers, supported by the senior incident response team, will give regular briefings to staff, and will update pupils where necessary.
- The Co-Headteachers will ensure that actions are being taken, e.g. by emergency services, to handle the emergency situation and prevent further damage or harm where possible.

- A member of the senior incident response team will ensure that a log is kept of the initial actions taken in response to the emergency.

During events or services outside of school hours

The Co-Headteachers will ensure that there is an appropriately qualified and trained member of the senior incident response team on the premises during all out-of-hours events and services, including:

- Residential hours
- Out-of-school clubs, e.g. sports clubs
- Events involving members of the wider school community, e.g. parents events.

This member of the senior incident response team will be aware of their responsibility to take the lead in the event that an emergency occurs during the event or service for which they are the designated senior staff member.

Where an emergency takes place during such an event or service, the same procedure as during the school day will be followed, alongside any specific procedure for a particular emergency incident. If a Co-Headteachers is not the designated senior staff member and is not on site at the time of the emergency, the designated member of the senior incident response team will undertake the Co-Headteachers assigned actions in their absence until such time a Co-Headteacher is able to arrive on site.

As part of their training, staff members will be given advice on leading parents and members of the wider community in an emergency.

Off-site emergencies will be managed in line with the Off-site Emergency Plan and Checklist.

Outside of the school day

Where an emergency occurs outside of the school day, i.e. outside of school hours where no pupils and staff are on the premises, or minimal staff members are on the school premises, staff will adhere to the following procedure:

- The site manager will respond to activation of emergency alarms outside of school hours, and will travel to the school site wherever possible and necessary to survey the emergency.
- Where the emergency services are required and have not already been called, the site manager will call the emergency services.
- The site manager will establish a basic overview of the incident, including the nature of the incident and the extent of any property damage, and will contact the Co-Headteachers and the senior incident response team, where appropriate, to inform them of the nature of the emergency.
- The site manager and Co-Headteachers will liaise with the emergency services, and will support them in their efforts to manage the emergency response.

7. Immediate actions in a 'level 2' emergency

The school will work closely with the following external bodies to manage level 2 emergencies where appropriate and relevant:

- The LA
- The local health protection team (HPT)
- The local police
- Any other relevant agencies as identified and signposted by the government or any of the above bodies

The school will implement any advice from these teams in handling the emergency as it occurs and will not take action until such advice has been secured. Where the advice received involves commencing a specific school procedure, e.g. lockdown or evacuation, the Co-Headteachers will lead the school in doing so, supported by the senior incident response team.

The Co-Headteachers will ensure they are up-to-date with any government guidance and advice released in relation to the emergency, and will work with the governing board and the senior incident response team to ensure the school is compliant with this guidance and advice as soon as possible.

8. Next steps in an emergency

The Co-Head teachers, governing board and senior incident response team will continue to manage the emergency in line with any external advice, e.g. from the government, HPTs or the local police.

The Co-Headteachers will allocate tasks amongst the senior incident response team as the need arises. The senior incident response team will update the headteacher regularly on the status of any tasks they are carrying out. If the emergency response is set to last for a significant amount of time, the Co-Headteachers will consider whether it is appropriate to rotate staff members' duties to ensure they can work effectively and maintain alertness.

The Co-Headteachers will ensure that parents are given regular updates on the status of the emergency, and that appropriate communication takes place with external individuals and organisations in line with the Communication section of this policy. Any interest from the media will be handled in line with the Media management section of this policy.

Once the emergency response is underway, the Co-Headteachers will notify the chair of governors where they have not already been notified. The Co-Headteachers will work with the governing board and any relevant members of staff to assess how long the emergency will take to be managed and whether it is safe to resume offering education on the premises, in line with the School closure section of this plan.

The school will continue to operate with any emergency services that are engaged in the emergency response. The site manager will ensure that emergency services are permitted full access to any areas of the school site they need. The Co-Headteachers will provide accurate and up-to-date information to emergency services where needed, and will facilitate conversations between these services and pupils, staff and/or parents where appropriate.

9. School closure

The school will endeavour to keep the school open to all pupils for face-to-face learning as far as is reasonably possible, and will view any limitations to on-site attendance, including partial and full closure of the school, as a last resort.

Decisions on whether to close the school will be made between the Co-Headteachers. Where possible, decisions on school closures will be made before **8:00am**; however, closures may also have to occur during the school day on rare occasions. Where any decision is made to close the school, this decision will be recorded alongside the reasons for the judgement and stored with any relevant risk assessments or documentation which informed the decision.

The Co-Headteachers will ensure that parents and staff are informed of the decision to close the school in line with the Communication section of this plan.

Where school is closed during the school day, the following procedure is followed:

- The Co-Headteachers will contact the transport providers to ensure that transport is arranged for pupils.
- At least two members of the senior incident response team, as well as the Co-Headteachers, will remain on the school site with pupils requiring collection until they have been collected. Staff members who have a good reason to leave the school, e.g. there is a severe weather warning and they have a long drive to return home which may become too dangerous as the day progresses, will not be asked to stay on the school premises. Staff members who are not required to stay on the premises will leave the premises immediately unless they volunteer to stay and help with the emergency response.

Where the school closes before the school day has commenced, the following procedure will be followed:

- The Co-Headteachers and at least one other staff member will stay at the school site to ensure that any pupils who have not been reached in time are informed of the emergency and the decision to close the school as they arrive.
- Where pupils require collection, or cannot return home, e.g. because their parents have since left for work, the Co-Headteachers will contact their parent to inform them of the decision to close the school and will wait with the pupils until the last pupil has been collected.

Failure of school systems

Where a vital school system, e.g. the heating system, has failed, the Co-Headteachers and governing board will assess whether the conditions within the school remain suitable, appropriate, safe and fair for their employees and children to continue on the premises. This may involve a risk assessment, and will take into account factors such as:

- Whether any statutory or good practice conditions, e.g. minimum or maximum recommended working temperatures, are breached.

- Whether the failed system disadvantages particular pupils or staff disproportionately, e.g. due to a protected characteristic.
- Whether the failure of the system renders the operational aspects of keeping the school running smoothly impossible or more difficult than is reasonable.
- Whether the failure of the system compromises the ability of staff to keep pupils safe.

Severe staff shortage

Where control measures to cover staff absence, e.g. those outlined within the 'Workforce' section of this policy, are not possible, or are not sufficient to manage the levels of staff absence, the school will move to partial closure, where vulnerable pupils and children of critical workers will be educated on site by remaining staff – other pupils will be sent home and their education managed in line with the Continuation of education section of this policy.

Where the school site has become a crime scene

Where the school site has become a crime scene following an emergency, the Co-Headteachers will be responsible for clearing all individuals off the school premises as soon as possible in line with advice from the police and/or fire and rescue services.

The Co-Headteachers will work with the police and will provide them with all necessary information to help their investigation and ensure that the school site can reopen as soon as possible.

The Co-Headteachers and governing board will not reopen the school or allow anyone back on to the school premises until they are given explicit permission to do so by the police, to ensure that no investigations are hindered.

Severe weather

The Co-Headteachers will review weather forecasts in response to reports of incoming severe weather and will liaise with the LA and other schools in the local area when making decisions related to school closure.

The school will close temporarily in the following circumstances:

- A severe weather incident has made the school site inaccessible or dangerous.
- The repercussions from a severe weather incident, e.g. a flood, mean that reparative work must be undertaken on the school building, and such work poses significant risk to the health and safety of pupils, staff and visitors.
- The school has been advised to close by a government authority.
- Any travel is being strongly discouraged by weather services and/or the government.

Health and safety risks on the school premises

The Co-Headteachers will consider whether remaining on the school site poses any significant risk to the health, safety or wellbeing of individuals, and will assess whether risk to health, safety or wellbeing of pupils and staff posed by potential school closure is of a

comparable level or is more significant. The Co-Headteachers will also consider whether action can be taken to mitigate any significant risks to a level that means the risk is no longer classed as significant.

Where there is not found to be a significant risk posed to the health, safety or wellbeing of pupils, the school will remain fully open. The Co-Headteachers will record the decision to keep the school fully open, as well as the reasons for the decision.

Where significant risks have been identified, but control measures could reduce the risk to a level not considered significant, or could fix the risk entirely, the Co-Headteachers will consider closing the school temporarily, e.g. for half a day, in order to grant sufficient time to properly implement the control measures. The school will ensure that any relevant contractors or agencies needed to implement these control measures are contacted immediately. While the school will by no means rush the proper implementation of control measures, the school will aim to ensure work can be completed as soon and as quickly as possible to ensure the school's closure has minimal impact on the continuity of pupils' education. The school will then open fully from the start of the next school day after work has been completed.

Where significant risk has been identified, and control measures cannot be implemented immediately or sufficiently to adequately mitigate risk to health, safety or wellbeing, the co heads will consider school closure.

10. Continuation of education

The school is committed to ensuring the continuation of education even in the event that the school must close, either partially or fully, and remote education will be provided for pupils where such closure occurs in line with the Remote Education Policy.

When considering school closure, the Co-Headteachers will consider whether it is possible to continue educating vulnerable pupils and children of critical workers on site. These pupils will be given priority whenever restrictions to attendance are implemented in response to an emergency situation. The school's definitions of 'vulnerable pupils' and 'critical workers' are laid out in Annex A.

After a school notification of closure the deputy head and assistant head will work on timetables for continuing education and will be in contact with all staff.

Staff need to follow the following policies and procedures during this time:

- Online safety policy
- Remote learning policy
- Staff code of conduct

11. Safeguarding and pupil wellbeing

Ensuring safeguarding arrangements remain effective during periods of restricted attendance will remain a key priority in the event of an emergency. The school will continue

to follow the Child Protection and Safeguarding Policy during an emergency, including where pupils are being educated at home.

The school will continue to ensure that:

- The best interests of pupils come first.
- If anyone in the school has a safeguarding concern about a pupil, they continue to take immediate action in line with the procedures outlined in the Child Protection and Safeguarding Policy.
- Pupils have adequate opportunity to approach staff members, whether in person or virtually, to express concerns or disclose that they are being harmed.
- A DSL or deputy DSL is always available and contactable.
- Pupils are aware of which staff members to approach regarding safeguarding concerns and incidents, and that this information is available throughout the school, e.g. displayed on posters.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, the school will ensure that the DSL or deputy is available to contact at all times.

The DSL and senior mental health lead will work together to implement a whole-school approach to the promotion and protection of pupil's mental health, wellbeing and safety during, and in the aftermath of, an emergency. Pupils exhibiting signs of mental health or wellbeing issues will be referred to the DSL, who will liaise with the senior mental health lead to ensure that they are given appropriate pastoral care and external support where appropriate.

12. SEND support

The school will do all that it reasonably can to ensure that the needs of every pupil with an EHC plan continue to be met throughout any emergency, and that each EHC plan's provisions are maintained in full wherever possible. The SENCO will liaise with the LA, the pupil and their parents in the event that they are concerned the school may not be able to meet some of its duties outlined in the EHC plan due to the impact of the emergency situation – alternative arrangements will be agreed upon wherever possible to ensure the pupil can still be supported as far as possible.

The Co-Headteachers and SENCO will ensure that parents of pupils with additional needs are kept updated on the ways in which the emergency may impact their child's education and support, and that parents are given the opportunity to give feedback and ask questions to the SENCO about their child's care.

The SENCO will ensure that the needs of all pupils with additional needs are considered in all specific procedures for particular emergencies, e.g. that PEEPs are drafted where necessary.

Where the emergency is likely to be long-term, the school will conduct individual risk assessments to ensure control measures can be implemented to ensure the situation does not have a disproportionately adverse impact on pupils with additional needs.

13. Workforce

Staffing shortages

Where the school is facing a severe shortage of staff, e.g. due to severe weather conditions limiting travel or an outbreak of an infectious disease, the co-heads will consider the following options in the first instance:

- Temporarily mixing groups of pupils and class merging.
- Allowing staff to work from home, e.g. having teaching staff educate on-site and off-site pupils through blended virtual meetings with on-site pupils supervised by qualified support staff.
- Making use of temporary / cover staff.
- Working with the LA, where possible, to identify appropriate alternate provision.

Where severe staff shortages prevent the safe continuation of extracurricular activities, the activities will be postponed until further notice. The school will generally not cover extracurricular activities with other staff.

During periods of staff shortage, the Co-Headteachers will consider implementing adjustments to working arrangements, e.g. changing the way staff are deployed, to reduce the impact on the workload of individual staff members.

Staff wellbeing

The governing board will ensure that there is wellbeing support in place for staff members to cope with an emergency and its aftermath. Staff members' line managers will establish regular check-ins with them in the aftermath of an emergency – or during the emergency if it is prolonged, e.g. in the event of a serious public health incident – to make sure they are coping and aid them in procuring support, whether internal or external, where appropriate.

Where an emergency situation has caused staff shortages, staff members will be supported to ensure that there is not a disproportionate impact on individual staff members' workload. Staff members will have regular catch-ups with their line managers to discuss the impact of the emergency situation on their workload and to flag any workload-related wellbeing issues, e.g. stress. Where a staff member is showing signs of stress, the Co-Headteachers will work with staff to reduce their workload to manageable levels and will consider adjustments to their working arrangements to ensure they can recover, e.g. flexible working hours or remote working.

Where an emergency situation has been traumatic for staff members, the school will support them to access mental health support and will work with them on an individual basis to make adjustments to their working arrangements to accommodate recovery from trauma, e.g. mental health appointments or leaves of absence.

Where the emergency situation has resulted in a death within the school community, e.g. of a fellow staff member or pupil, staff will be supported to access bereavement support.

14. Exams and assessments

In all but the most exceptional of circumstances, exams and assessments will take place as normal in line with the Assessment and Examination Policy.

In the event that the school is required to close during examinations or assessments which use the school as the examination centre, the school will work with the LA to arrange an alternative venue.

In the event that a pupil, or multiple pupils, cannot attend an exam or formal assessment due to an emergency situation, the school will make alternative arrangements on a case-by-case basis. These may include:

- Offering the opportunity to apply for special consideration to receive an exam result based on the exams and non-exam assessments that the pupil was able to complete.
- Working with the awarding body to allow the pupil to sit a missed exam at a later date where their qualification allows it.

Where a pupil is unable to complete a statutory assessment due to exceptional circumstances, the school will first attempt to move the assessment to a different point in the assessment window where possible. If this is not possible, and no timetable variations can be agreed with the STA, the pupil's teacher will report alternative information about their performance to their parents.

15. Communication

Where an emergency has taken place during school hours, the Co-Headteachers will ensure that parents are notified as soon as appropriate, bearing in mind that there is no one-size-fits-all approach to communication in an emergency situation. The Co-Headteachers and the chair of governors will work together to decide at which point all parents should be notified, taking into account the severity and sensitivity of the emergency and any policies outlined in specific procedures for particular emergency incidents. In general, parents will be notified as soon as possible.

Where there has been a fatality, the Co-Headteachers will not notify the next of kin of the victim(s), and will instead liaise with the police to ensure that they are informed in an appropriate way which is sensitive and does not compromise any ongoing investigations.

Where the emergency has taken place outside of school hours, the Co-Headteachers will ensure that parents and staff are notified about the emergency before the start of the next school day.

The Co-Headteachers will communicate the details of the emergency incident via a letter to parents, staff and stakeholders which will summarise:

- The nature of the emergency.

- Details of any property damage.
- Whether there were any injuries or fatalities.
- The school's immediate response to the emergency.
- How the school is handling the emergency in the long-term.
- How the school plans to mitigate the risk of similar emergencies occurring in the future.
- How to contact the school with questions or concerns.

Where an emergency has occurred during the school day and the school is required to close, the Co-Headteachers will ensure that:

- The senior incident response team is notified of this decision immediately and disseminates the information to other school staff.
- Parents are notified of this decision through the school's text messaging service as soon as possible.
- The school website is updated to reflect the decision.

Where the school is facing short-term closure, the Co-Headteachers will ensure that staff and parents are notified each school day by 7:00am whether the closure will continue for that day via the school's text messaging service. Where the school is facing longer-term closure, the Co-Headteachers will send weekly updates to parents and staff about the status of the school closure via the school's text messaging service and will inform them one week before the school is due to reopen.

16. Media management

The site manager will coordinate the effort to ensure that no media access to the school site is given during an emergency. The Co-Headteachers will request support from the police to ensure that media can be kept fully off the school site, and will designate a specific off-site area for the media that is sufficiently separate from all the main entrances and exits.

Members of the media will only be permitted to enter the school site where there is a specific reason for doing so, e.g. a scheduled interview, and where:

- They can be supervised at all times by a senior member of staff.
- The necessary permission and consent has been sought.
- They have signed or otherwise committed to an agreement to observe appropriate conduct on the school premises, e.g. not recording pupils without consent, refraining from engaging pupils in one-to-one conversations, etc.

No member of staff will offer any comment to the media until the Co-Headteachers have delivered an official statement. Only the Co-Headteachers are permitted to speak to the media about the emergency. The Co-Headteachers will work with the senior incident response team and the police, where necessary, to ensure a consistent response is given to all media outlets.

Where the emergency has prompted an ongoing police investigation, all staff members and governors will be informed to avoid speaking to the media in all circumstances where they have not been explicitly cleared by the police to do so.

The Co-Headteachers and senior incident response team will ensure, to the best of their ability, that the media does not report details about the emergency, e.g. names or numbers of injured pupils, before the school has had the chance to inform parents and stakeholders.

Members of staff who have offered unauthorised comment to the media will report this to the Co-Headteachers immediately.

17. Insurance

The school's insurance details are below:

Insurance information	
Name of insurance provider	DFE
Contact number of insurance provider	0330 058 5566
Email address of insurance provider	www.rpaclaimforms.co.uk

The school is covered for the following emergency situations:

- Fire
- Flooding
- Theft

The SBM will call the school's insurance provider as soon as is practicable after the emergency occurs.

18. Monitoring and review

This emergency plan will be reviewed at least annually by the Co-Headteachers and governing board, with input from the senior incident response team and other relevant staff members as appropriate. The plan will also be updated in response to reviews and evaluation conducted on any emergency incident.

All updates and changes to this plan will be communicated to all staff and stakeholders. Following changes, the governing board will assess whether they believe it is appropriate to offer refresher training to all staff and/or the headteacher and senior incident response team.

The next scheduled review date for the plan is February 2026.

A. Definition of 'vulnerable pupils' and 'critical workers'

Vulnerable pupils include those who:

- Are assessed as being in need under section 17 of Children Act 1989, including those with a child in need plan or a child protection plan.
- Are LAC.
- Have an EHC plan.
- Have been identified as otherwise vulnerable by educational providers or LA, and who could therefore benefit from continued full-time attendance; this might include:
 - Those on the edge of receiving support from CSCS or the process of being referred to children's services or who have previously received support from CSCS.
 - Those who are adopted or a special guardianship order.
 - Those at risk of becoming 'not in employment, education or training'.
 - Those who are young carers.
 - Those who may have difficulty engaging with remote education at home.
 - Care leavers.
 - Those in a family circumstance presenting challenges for them, e.g. drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse.
 - Others at the school's discretion.

Critical workers include those who work in:

- **Health and social care**, including doctors, nurses, midwives, paramedics and care workers.
- **Education and childcare**, including support and teaching staff, social workers and specialist education professionals.
- **Key public services**, including those essential to the running of the justice system, religious staff, those responsible for frontline services, and journalists.
- **Local and national government**, including those administrative occupations essential to the effective delivery of emergency responses and essential public services.
- **Food and other necessary goods**, including those involved in food production, processing, distribution, sale and delivery.
- **Public safety and national security**, including police and support staff, Ministry of Defence civilians, contractor and armed forces personnel, fire and rescue service employees, National Crime Agency staff, and those maintaining border security, prison and probation staff and other national security roles.
- **Transport**, including those who keep air, water, road and rail passenger and freight transport modes operating.
- **Utilities, communication and financial services**, including staff needed for essential financial provision; staff in oil, gas, electricity and water sectors; information technology and data infrastructure workers; key staff in civil nuclear, chemicals,

telecommunications; staff in postal services and delivery; payment providers; and waste disposal workers.