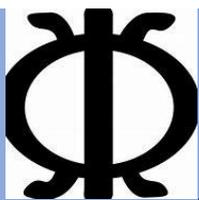


This policy is part of a suite of safety policies – please read with the whole suite



*Arun Court School: Policy Number 8F
(Safety- Policy Suite 8)*

Arun Court School- EVACUATION POLICY – last updated April 2021

Ratified by EMAT sub-committee meeting on:.....

Signature (+ date) Chair of EMAT Pupils, Families & Community Committee

.....

Signature (+ date) Proprietor:Mrs Beverley-Sarah White

Signature (+ date) Associate Principal of SchoolHannah Ebling

Date of next review: April 2022 (Reviewed at least Annually)

Please read all policy documents in the main policy file, in particular you should read suite 8 in conjunction with this policy. You should also read the standards for employees (policy 13G) and the staff code of conduct (Policy 13D). Staff should also consider policy 13C, whistleblowing, carefully.

Contextual Statement

As a school that has been recognised by Surrey LEA as ‘providing for some of the counties most vulnerable children many of whom have been difficult to place’ and recognised by Ofsted as ‘unique’ we are very aware of the importance of our context. Having to evacuate due to a serious emergency is highly anxiety inducing and needs to be planned for, and practised, whilst at the same time not causing a disproportionate level of fear as the risk is small. In the same way the alarm caused by practising and discussing aspects such as an intruder on site need to be handled sensitively, as many of our students have experienced past traumas including physical violence in their lives.

In November 2019 we were proud that 100% of students and their families felt that their child was safe and felt safe whilst in our care. This level of security is an essential part of their mental health recovery and anxiety reduction.

CONTENTS:

Core information

Fire Drills & evacuating the premises

Major incident leading to evacuation

Intruder on Site

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1. Core Information

- This policy and the procedures within it are monitored by the Associate Executive Head, The Chair of EMAT, the governor for Health and Safety, the SLT and the Student Repo for health and safety. The Bi-Annual Ratification of this policy is delegated by EMAT to the Pupils, Families and Community Committee.

2. Fire Drills and Evacuations

- 2.1 The most usual form of evacuation will be for a fire drill or in the event of a fire
- 2.2 At the school there are clearly marked fire exits and fire extinguishers would only be used by staff if the fire was very small, contained and children had already exited. Staff who are Fire Marshalls have additional responsibility and have been trained appropriately.
- 2.3 Regular fire drills take place each term and are timed so that all children and parents visiting us experience them and know what to do. This is particularly important as many of our clients suffer with ASD or sensory issues, which make an evacuation very stressful, so good management and practice is essential.
- 2.4 We record the date fire drills happened, and the resulting evacuation time, plus any other issues in our fire drills book. The purpose of the book is to ensure that our legal obligations are met and that any issues with fire or evacuation safety are swiftly remedied. In turn, we practise a full evacuation to the company offices at least once a year.
- 2.5 The Lead SLT member (the most senior member of staff) at the school that day has overall responsibility for counting individuals and ensuring that the visitor signing in book and daily registration sheet is checked to ensure everyone is out. The Fire Marshalls are clearly named on school boards and will check that fire doors are closed, and that classes / toilets are checked.
- 2.6 The fire brigade will be called by the Receptionist, if on duty, or another person on site who would have been notified of their responsibility.

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3. **Other major incident leading to Evacuation**

- **3.1** In the case of another emergency such as a bomb scare, we would take the advice of the authorities. We do not have gas on the premises, however in the case of a gas leak in the vicinity again we would follow the advice of the emergency services – driving students to a place of safety if necessary (in such an extreme incidence the usual parental permissions would not apply). Our partner building for localised evacuation (walking distance) where we would walk students is The Bramley Bravura Centre in Station Road.
- **3.2** Should we need to drive a further distance from the school in staff cars (driving distance – in the case of a major terrorist alert for example) our location is The Spectrum Leisure Centre in Guildford. This is a local allocated emergency centre.
- **3.3** We have a separate fire safety risk assessment, and keep records of the dates extinguishers need to be replaced. We reduce the risk of fire through our daily morning and evening ‘safety walks’ which particularly look for fire risks, trip hazards and other risks.
- **3.4** We have a grab bag system and the receptionist on duty in the Hub has responsibility for unlocking the bag and taking it with them as exiting – the bag contains necessary back up student details, emergency first aid, money to ensure that parents would be able to be contacted, and students supported, in a variety of situations. There is an additional bag in the medical room and the collection of this is the responsibility of the **lead fire marshal Nickie Voice** who is generally based in Oppia Room nearby. This bag also contains high vis jackets and a loud-speaker.

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4. Intruder on site

This policy section was written by our student representative for Health & Safety Joshua Romero with support from the Associate Executive Head Teacher, James White. It is important that student voice and student involvement are promoted!

4.1 Visitors are welcome, and many, such as parents and suppliers have a right, often legal, to be in the school for legitimate purposes.

4.2 The Proprietor and EMAT a duty to ensure the safety of everyone on the school site so should ensure that systems are in place to see that this duty is exercised properly.

4.3 This policy section sets out the guidance to Staff on the procedures for routine security and for dealing with trespassers and troublemakers.

ROUTINE SECURITY

4.4 The entrance makes clear that visitors should report to Reception. At reception all visitors must sign in and receive the school's security badge, which they must wear at all times in the school. (see adults on site policy)

DEALING WITH STRANGERS

4.5 If a visitor is not wearing a badge he/she should be politely challenged by any member of staff and accompanied to Reception, at reception the receptionist should ask the stranger the purpose of the visit, ask them to sign in and issue a badge - if the member of staff or Receptionist has any suspicion about the stranger they must inform the Principal or Associate Principal or the delegated Senior Leader on-site immediately, and ask the stranger to remain in the Reception area.

4.6 If the stranger ignores the instruction the SLT on-site must be notified immediately, if possible - if a stranger is abusive, or a nuisance in any way the member of staff must not take direct action, but MUST send for help. If possible they should call the police.

4.7 Staff must avoid putting their own safety at risk, however they must do all they can to protect the students in a dynamic and changing situation

4.8 The SLT on-site may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for their judgement.

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4.9 If an intruder is abusive and in the Reception area or outside, If it is safe to do so the fire alarm will be activated in order to get all staff and pupils out of the building.



4.10 there is an immediate sign that the intruder is going to become aggressive before the Police arrive then **"Retreat, retreat"** will be quietly used to other staff members, all pupils and staff will evacuate the building via the fire exit and walk to the Bravura offices next to St Catherine's school.



4.11 If the intruder is outside at the time that aggression starts, or if it is not safe to evacuate the school, then **code "100"** will be used to other staff members for them to perform a building lockdown. Students must go to an allocated locked room, keep away from the windows and hide.

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Drills

4.12 Lockdowns are only practised when we feel the young people are in a position where it will not cause unnecessary fear or mental health repercussions. Where we feel a young person really can't cope the risk to their mental health needs to be weighed up against the likelihood of an intruder. In some cases we may ask parents to attend the practise or for a young person not to take part.

CONTACTS WITH THE POLICE

4.13 When calling the police, the staff member must give clear and sufficient information to allow the police to make a judgement about the scale of their response

5. TYPES OF TROUBLEMAKING

The most common problems facing the school are:

- Occasional abusive behaviour from parents (this may be caused by stress, forgetting to take medication or addiction)
- Occasional incursions into the school by outsiders, including former pupils
- Occasional vandalism during and outside school hours

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6. WHERE THERE ARE OFFENSIVE WEAPONS

INTRUDERS

6.1 If staff suspect an offensive weapon is on site they must immediately inform the SLT who will always call the police if the suspect is not a registered pupil, or where an incident involving a pupil takes place outside the school premises - the person will be kept under close surveillance while the police are awaited.

PUPILS

6.2 Staff are not obliged to search pupils, but if such a course of action could diffuse the situation it might be contemplated, **BUT ONLY BY THE SLT** - if the pupil refuses to co-operate, any search should be carried out by the police - the pupil's parents must be informed and asked to come to the school - if the pupil co-operates, at least two teachers of the same sex as the pupil must be present when a search is made. One teacher will do the search while the other observes and takes notes. The search will be in private. It is advisable for parents to be present and to consent, but the pupil's own consent is sufficient - any confiscated articles should be handed to the police as quickly as possible by the SLT who judges that it is reasonable to return it to the parents. - at all times the suspect pupil must be kept away from other pupils, unless this is not possible owing to the circumstances.

REPORTING and RECORDING

Staff must record all incidents in the school incident log, kept in the Staff room - the log will be inspected by the Principal of School and Safety Officer, at regular intervals, and any necessary action taken. Principal will report issues and actions taken in the Report to EMAT (Governors) issues will also be discussed by the appropriate sub-Committee of the at periodic intervals. This committee may inspect the log as necessary.

MONITORING AND REVIEW

The Senior Leadership Team (SLT) will monitor the working of the policy and consider annually whether any amendments need to be made in collaboration with the EMAT Chair and member for health and safety as well as the Student Rep.