



Emergency Plan

If there is an EMERGENCY right now:

ONSITE GO TO PAGE 7
OFFSITE GO TO PAGE 12

<u>CONTENTS</u>	<u>Page</u>
DISTRIBUTION LIST	3
SECTION 1: INTRODUCTION.....	3

VERSION 3	
First Edition	<i>March 2021</i>
Next Review	<i>March 2023</i>
Locations of copies of plan	<i>SLT office, emergency grab bag, classroom</i>
Person responsible for updating plan	Headteacher: Mrs Chris Willmott

Emergency Plan for The Wharf Nursery School

SECTION 2: SCHOOL DETAILS	4
SECTION 3: EMERGENCY CONTACTS.....	4
SECTION 4: EMERGENCIES IN SCHOOLS - ACTIVATION.....	6
SECTION 5: EMERGENCIES IN SCHOOLS – IMPLEMENTATION.....	8
SECTION 6: EMERGENCIES ON EDUCATIONAL VISITS – ACTIVATION.....	11
SECTION 7: EMERGENCIES ON EDUCATIONAL VISITS - IMPLEMENTATION.....	13
SECTION 8: STAND-DOWN AND RECOVERY	15
SECTION 9: ROLES AND RESPONSIBILITIES	16
SECTION 10: TRAINING AND EXERCISE.....	17
<u>Appendices</u>	
Appendix 1: School site plan	17
Appendix 2: School hazard assessment & locality map.....	18
Appendix 3: Facilities List.....	19
Appendix 4: Evacuation & Sheltering	20
Appendix 5: Buddy Establishments	24
Appendix 6: Bomb threat prompt card for reception staff.....	25
Appendix 7: Emergency arrangements for other services using the school site	26
Appendix 8: Closing the school	27
Appendix 9: Pandemics	28
Appendix 10: Incident Logging	29
Appendix 11: Business Continuity	30

Distribution List

Internal

School Staff / Location of copies	No of copies
Head teacher	1
Wharf office (main site)	1
Emergency grab bag in office	1
Classroom	1
Chair of Governors/ Head teacher at home	Via GVO

External

Organisation	No of copies
Emergency Management Team	Via GVO/ online

Section 1: Introduction

This plan relates to:

- a) an event which threatens the safety of children and/or staff, or a crisis which might affect the public reputation of the school, and
- b) where the headteacher considers that the school will benefit from receiving additional (external) support or,
- c) where the community in which the school is based is affected by an emergency.

The plan provides generic guides to actions that should be considered by the headteacher and the school emergency management team (SEMT) (see guidance document 'Roles & Responsibilities') in case of an emergency in school or the local community, or on an educational visit. It also provides supporting information.

This emergency plans covers the whole school site and all activities taking place there.

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Records may also be in the form of a recording or telephone message. The records should be retained after the incident for future reference.

Aim

The aim of this plan is to give guidance to enable this school to provide a structured response to, and manage and coordinate an emergency, together with the actions to be taken to ensure continuity of service.

Section 2: School Details

School name: The Wharf Nursery School

Address: Woolsack Way
Godalming GU7 1JG

Telephone number: 01483 415220
Fax number: 01483 861985

Headteacher: Mrs Chris Willmott

Chair of Governors: Mrs Lisa Seeley

Local Education Officer: Mrs Jane Van den Broeke
LEO telephone number: 01483 517835

Number of pupils: 90 (but maximum 60 at any time)
Age range: 2-5

In an emergency see 'emergency arrangements for other services using the school site' Appendix 7.

Section 3: Emergency Contacts

THIS SHOULD BE UPDATED IN RESPONSE TO CHANGES AND REVIEWED ANNUALLY

Internal contacts - School staff identified for incident response – SEMT

Keyholder ✓	Name	Status	Term time/ all year?	Home telephone	Mobile phone
/	Chris Willmott (Lead co-ordinator)	Headteacher	Term time Holidays	head@wharf.surrey.sch.uk	
/	Penny Macland (Welfare)	SENCO	Term time (Tues-Fri)	senco@wharf.surrey.sch.uk	
/	Sally West (Resources)	Bursar	Term time (Mon-Thurs)	info@wharf.surrey.sch.uk	
	Liz Payne (Comms) Sam Segar	Office Administrators	Term time (Weds-Fri) (Mon-Weds)	office@wharf.surrey.sch.uk	

Other school contacts

Emergency Plan for The Wharf Nursery School

Keyholder ✓	Name	Status	School Extension	Home telephone	Mobile phone
/	Maria Luff	Lead teacher	Term time		
/	Kath Selves	Nursery nurse	Term time		
/	Garry Thackeray	Caretaker	All year		

External contacts

Local Education Officer Assistant LEO	Yvonne Girdler 01483 517835
SCC Emergency Management Duty Officer - 24 hour number	07831 473039
SCC Emergency Management Team (office hours only)	020 8541 9160
SCC Contact Centre	08456 009 009
Chair of governors (Lisa Seeley)	
SCC insurance	
Press Office	0208 5417267 / 0208 5417920
4S	0800 073 4444
Teacher Support Network (support and counsellors available 24hrs)	08000 562 561
Health and Safety Executive - to report accidents - Info line	0845 300 9923 0845 345 0055
The Samaritans	08457 909090
Water supplier	Via caretaker
Gas board	
Contractors: electricians, plumbers	

Admiral security:

Control point for SEMT

Primary Location	Training room
2 nd Location	School office
Off-site	Sainsbury's meeting room or cafe

Section 4: Emergencies in Schools - Activation

Information about an incident may come from a staff member, child, parent, the emergency services or the Local Authority.

Whoever receives the alert should ask for, and record, as much information as possible:

Name of the person informing of the incident	
Details of the incident: (Including actual words used by informant)	
Who else has been informed?	
Exact location of the incident	
Casualties	
Any action taken so far	
Name of contact at the scene	

If appropriate, they should call 999 for the police, fire or ambulance, giving the information above. If in doubt, call 999.

Then immediately inform Chris Willmott or The Office.

If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions of initial action by headteacher or nominee on the next page.

INITIAL ACTIONS BY HEADTEACHER OR NOMINEE

1. Assess situation	
2. Take immediate action to safeguard pupils and staff where necessary	
3. Log all communications and actions	
4. Call for support	<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Call 999 if appropriate</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;">Call your area education officer on 01483 517835</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; width: fit-content; margin: 0 auto;">If you cannot reach your AEO, call the Emergency Management Duty Officer on 07831 473039</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;">If you still cannot make contact, call Surrey Police control room on 01483 482833 and request that they contact a member of the County Council Emergency Management Team and ask them to contact you.</div> <div style="text-align: center; margin: 10px 0;">THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY. DO NOT GIVE THEM TO THE PRESS, PARENTS OR PUBLIC.</div> </div>
5. Assemble a school emergency management team from pre-identified staff (see Section 9) and relieve them of their normal duties	
6. Refer to the list of emergency contact numbers in Section 3 for additional support if required.	
7. Where possible, avoid closing the school and try to maintain normal routines.	

Having activated this emergency plan, go on to the next stage - implementation.

Section 5: Emergencies in Schools – Implementation

STAGE 1 – ESTABLISHING THE RESPONSE

Action list for headteacher (or nominee)

Ensure that accurate, factual information is available for those arriving at the scene- Appendix 10.
Liaise with the police, fire and ambulance services, Surrey County Council, and other agencies that may become involved. Act as the main contact to coordinate response and give your contact details.
Inform the chair of governors.
Inform all staff, and parents of injured pupils. Decide how to inform other parents.
Ensure all staff maintain a log of actions and decisions.
Allocate tasks below between SEMT as appropriate.
Identify who will be recording staff's personal and school costs and collecting the incident logs.

Action list for SEMT

Welfare – Penny Macland, Maria Luff
Take actions to secure the immediate safety of pupils and staff – this may include evacuation or keeping pupils and staff inside the building (sheltering).
Establish the whereabouts of all pupils, staff, and visitors using timetables, registers and the visitors book, in/out board, message books Make a list of those unaccounted for.
Communications (Liz Payne, Sam Segar)
Identify and action emergency communications needs. Collect work mobile Dedicate lines for incoming and outgoing calls and arrange extra support for reception. If necessary, seek support from SCC Emergency Management Team, who can set up a public helpline for enquiries from the public in the event of a major emergency. Line to be used for incoming calls only: 01483 415220 Line for outgoing calls only: 07555 433614
If possible, avoid responding to media enquiries and direct them to either the police if they are present for a statement or to county press office. Liaise with County press office as quickly as possible, and work with them to decide the information for release to the media, which should be agreed with the headteacher and LEO before release.

Emergency Plan for The Wharf Nursery School

Ensure that any media access to the site, staff and children is controlled.

In a major emergency, the police can deal with the press and prevent intrusion onto the site.

Be aware of the potential problems caused by the spread of misinformation through parent and/or staff use of mobile phones.

Resources (Garry Thackeray, Sally West)

Ensure access to site for emergency services & ensure security of the school premises

Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary
– see map in 'school site plan' appendix 1

STAGE 2 - ONGOING RESPONSE

Action list for headteacher or nominee

Provide regular briefings for staff, and continue to liaise with the emergency services and the AEO.
Try to maintain normal routines as far as possible.
Tell the staff involved to prepare a written report of their involvement, noting events and times. Inform the AEO, who will advise on reporting procedures, and inform trade unions if necessary. Accident report should be completed and, in the event of serious injuries or a fatality, the AEO should be informed and the incident reported via RIDDOR within 24 hours. Staff may wish to submit draft reports to trade union legal officers.
Allocate tasks listed below between SEMT.

Action list for SEMT

Welfare (PM, ML)
Establish a staff rota and ensure that staff take regular rest periods
Identify those pupils and/or staff who are badly affected, and who need extra support.
Make arrangements for reuniting children with their parents.
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school to attend.
Communications (LP, SS)
Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee. Use any existing arrangements, such as Parentmail, for contacting parents quickly and efficiently.
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.
Resources (SW, GT, SS)
Establish a safe and secure base for the SEMT
Arrange a place to receive parents of children involved
Media management (HT)
Liaise with SCC press office to prepare a press statement, to be agreed by the headteacher and AEO, and to decide the ongoing strategy for dealing with the press.
Be prepared to be interviewed by the press if necessary.

Section 6: Emergencies on Educational Visits – Activation

This includes all journeys including daily trips

Following Operation Duke Procedures the group leader should immediately inform the Head Teacher at the school of any incident.

If unavailable they should contact the SCC Emergency Management Duty Officer: **07831 473039** or their LEO: **01483 517835**

INITIAL ACTIONS BY DUTY OFFICER AT THE SCHOOL

1. Maintain a written record of your actions using this pro forma. Start a log (see appendix 10)			
2. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.			
3. Follow Operation Duke procedures to find out what has happened			
Who informed you of the incident? (Usually the group leader)			
Name:	Status:	Telephone number:	Additional Tel number(s):
Name of group involved Date and time			
Location and exact nature of incident			
Is a fatality involved? Confirmed? By whom?			
People affected	Full Name(s) & Age(s)	Exact nature of Injuries	
Local emergency services informed?			
Next of kin informed? If so, how?			
Depending on the scale of the incident, consider assembling a school emergency management team from the list of staff from Section 3, to assist with the response.			

Emergency Plan for The Wharf Nursery School

Additional information to obtain if possible from caller

Where the affected people are / will be taken to			
Names and locations of hospitals involved			
Number of people on the visit	Pupils	Teachers	Other adults
Arrangements for pupils not directly involved in the incident			

Section 7: Emergencies on Educational Visits - Implementation

For advice on dealing with emergencies on educational visits please refer to the 'Guidelines for Educational Visits and Outdoor Activities (Operation Duke)' document.

Incident circumstances, such as its scale, will determine the response provided by the school and the level of involvement required from the local authority.

Considerations for school Duty Officer (senior member of staff available)

Communication
Inform school staff as appropriate, depending on the time and scale of the incident.
<p>Contact the SCC Emergency Management Duty Officer: 07831 473039 for details of the support available. This would be coordinated by the AEO, Head of Strategic Risk Management and Emergency Management Team. It includes:</p> <ul style="list-style-type: none"> a) Help with media management, including press statements and interview briefing b) Help with arranging travel and transport between the incident, parents and the school c) Provision of extra communications, including public telephone helpline where appropriate d) Assistance at school or at the site of the incident by Local Authority officers, and/or others e) For an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc. f) Advice regarding insurance matters.
<p>Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception if required.</p> <p>Line to be used for incoming calls only: 01483 415220</p> <p>Line to be used for outgoing calls only:</p>
<p>Inform staff and parents.</p> <p>Decide what information you should give.</p> <p>Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed.</p> <p>In the event of a tragic incident, consider seeking support from the educational psychology service and 4S about the best way to inform pupils and to support them afterwards.</p> <p>Staff and parents should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).</p>
Inform the chair of governors.

Media management
Introduce, if necessary, controls on school entrances and telephones.
At least initially, the school is advised to avoid responding to media enquiries and direct these to SCC press office.
Liaise with SCC press office and the AEO as early as possible, and work with them to prepare a press statement.
Resources
Consider arrangements required in order to receive people that may be arriving at the school, such as parents of children involved, media, emergency services.
Consider resources required and their location in order to be able to respond efficiently to the incident.
Reporting of accidents
Ask the staff involved to prepare a written report noting events and times. Inform the Head of Strategic Risk Management who will advise on reporting procedures and inform trade unions if necessary. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.

Section 8: Stand-down and Recovery

When the emergency services have left the school, or in the case of an incident on a school trip, when pupils and staff have returned home and media interest has subsided, the school can begin the recovery process.

Headteachers should work with their AEO to develop a recovery plan for the school. A range of support will continue to be available from across the Local Authority. This support should be accessed through the school's AEO.

There may be formal inquiries or even police investigations into the incident, which may continue for some time, and require the cooperation and support of school staff, pupils and parents.

Some elements that should be considered or undertaken include:

Recovery plan

As soon as possible after the emergency:
Liaise with parents regarding plans for attendance at funerals
Liaise with parents regarding plans for attendance/representation at memorial services
Arrange debriefing meetings for staff and children
Arrange debriefing meetings for the headteacher and SEMT
Identify and support high-risk children and staff
Promote discussion of the emergency in class
Consider the need for individual or group support
Help affected children and staff to come back into school
Identify and consider legal implications and seek advice appropriately
Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt
In the longer term:
Consult and decide on whether and how to mark anniversaries.
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected.
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school.
Remember to make any new staff aware of which pupils were involved and how they were affected.

Section 9: Roles and Responsibilities

The headteacher, or the headteacher's pre-agreed nominee, will take charge of the incident on behalf of the school.

The school emergency management team (SEMT) will assist the headteacher in managing the incident. They will be supported by their Local Education Officer (LEO) and the Local Authority, which will activate its own emergency procedures to assist with the response to a major emergency affecting a Surrey school.

The members of staff nominated to be able to take on an emergency role in the SEMT are:

Lead coordinator	Chris Willmott
Communications	Liz Payne, Sam Segar
Welfare	Penny Macland
Resources	Garry Thackeray, Sally West
Media	Chris Willmott

Teachers and other classroom staff have not been allocated SEMT responsibilities as their role will be to see to the children's well-being

All those with emergency responsibilities should hold an up-to-date copy of the emergency plan off-site.

Identify staff members who would be willing to take on roles in advance and draw up lists of the roles and responsibilities. See guidance document for further details.

Section 10: Training and Exercise

The training & exercise schedule below describes arrangements to validate the school emergency plan.

This ensures that staff members who have an SEMT role are aware of the plan and are comfortable with the roles they may be asked to perform in an emergency.

See guidance document for further information on training & exercising.

SEMT training will take place during SLT meetings or INSET days.

Staff training will take place in staff meetings or during INSET days.

Activity	Autumn Term 2020	Spring Term 2021	Summer Term 2021	Autumn Term 2021	Spring Term 2022	Summer Term 2022	Autumn Term 2022	Spring Term 2023
Production of school plan		*						*
staff training	*			*			*	
Training for SEMT		*			*			*
Exercise for children	Half termly							
Live exercise				*				

Appendix 1: School site plan

(Floor plan diagram, cut off valves, fire control equipment...)

- Fire alarm system reset box: in entrance hall near front door
- Intruder alarm: in reception office
- Grab bag(s): in office and classroom
- First aid equipment:
 - in community room
 - staff room
 - children's bathroom
 - classroom 2
- Fire extinguishers:
 - in entrance hall
 - outside classrooms
 - in outdoor playroom
 - in kitchen
 - on first floor landing
- Emergency exits:
 - front door
 - door at bottom of stairwell and to the garden

Appendix 2: School hazard assessment & locality map

(Location of hazardous chemicals, nearby industrial sites and rivers...)

On-site hazards	Location	Description (Type/quantity)
Flammable materials	Cleaner's cupboard	Cleaning materials
Asbestos reports	Head's office	No asbestos present
Fuel storage	N/A	
Chemicals	Cleaner's cupboard	cleaning materials
	Caretaker's cupboard	
Boiler	Boiler room (side passage, next to kitchen)	
Off-site hazards		
River Wey	100 yards away	
Road	Outside main entrances	

Appendix 3: Facilities List

Facility	Location	Description
Grab bag	1 x classroom 1 x Main office	
Keys to buildings Master key	Headteacher Caretaker Kath Selves	
Front door	All staff	
Next-of-kin contact lists for pupils & staff	Office Head at home	Via office link Parentmail On computer network Paper copy in office
First aid kits	Community room Staff room Outside playroom Classroom (above sink) Children's bathroom	
Spillage clean up equipment/disinfectant	Cleaner's cupboard Caretaker's cupboard Children's bathroom	
Protective clothing	Gloves in classrooms and toilets Staff room- gloves and masks High vis jacket in head's office Umbrellas	
Torches	Main office	
Log books and stationery	Stationery store	
Whiteboard and pens	Office upstairs	
Refreshment facilities	Staff room, community room	
School data	On ICT system	
Maps, drawings and plans	Head's office	

Emergency Plan for The Wharf Nursery School

Fire Controlling		
Fire hydrant	Off site	
Fire extinguishers	See location notes	
Fire exits	See school map appendix 1	
Fire alarm/Fire control board	Call points in all areas	
Lifts		
Shut off switches		
Gas shut off	Boiler room	
Electricity shut off	Community room	
Water shut off	Boiler room	
Electronic equipment		
Landline phones		01483 415220
School mobiles		07555 433614
Computer		Next of kin contacts list on network
Laptop Tablets	Headteacher; SENCO	May not all be on site
Printers	SLT office (and copier) Office (and copier/fax) HT office (and copier)	
Interactive whiteboards	Classroom Training room Community room	
Fax machine	Office	01483 861985
Cooker	Classroom cooking area	

Appendix 4: Evacuation & Sheltering

Evacuation if the fire alarm sounds

- Leave buildings by nearest available door and go
- Assemble on and check registers and other records as quickly as possible
- Responsible staff to bring registers, message books and in/out boards from classroom and office, signing in book, attendance sheets
- Remember to take grab bag from office and/or classroom
- Check all rooms including toilets before vacating buildings
- Do not allow anyone (including visitors) to leave before the all clear is given
- Ask adults not to use their mobile phones during an emergency. Spreading inaccurate information may cause panic.
- In case of bomb threat- follow fire alarm procedures, if appropriate then escort all staff and children to the partner building- follow school evacuation flowchart. If not able to leave the building ensure all are kept safely together in the classroom and follow the intruder flowchart instructions. H/T to contact the police immediately- see appendix 6

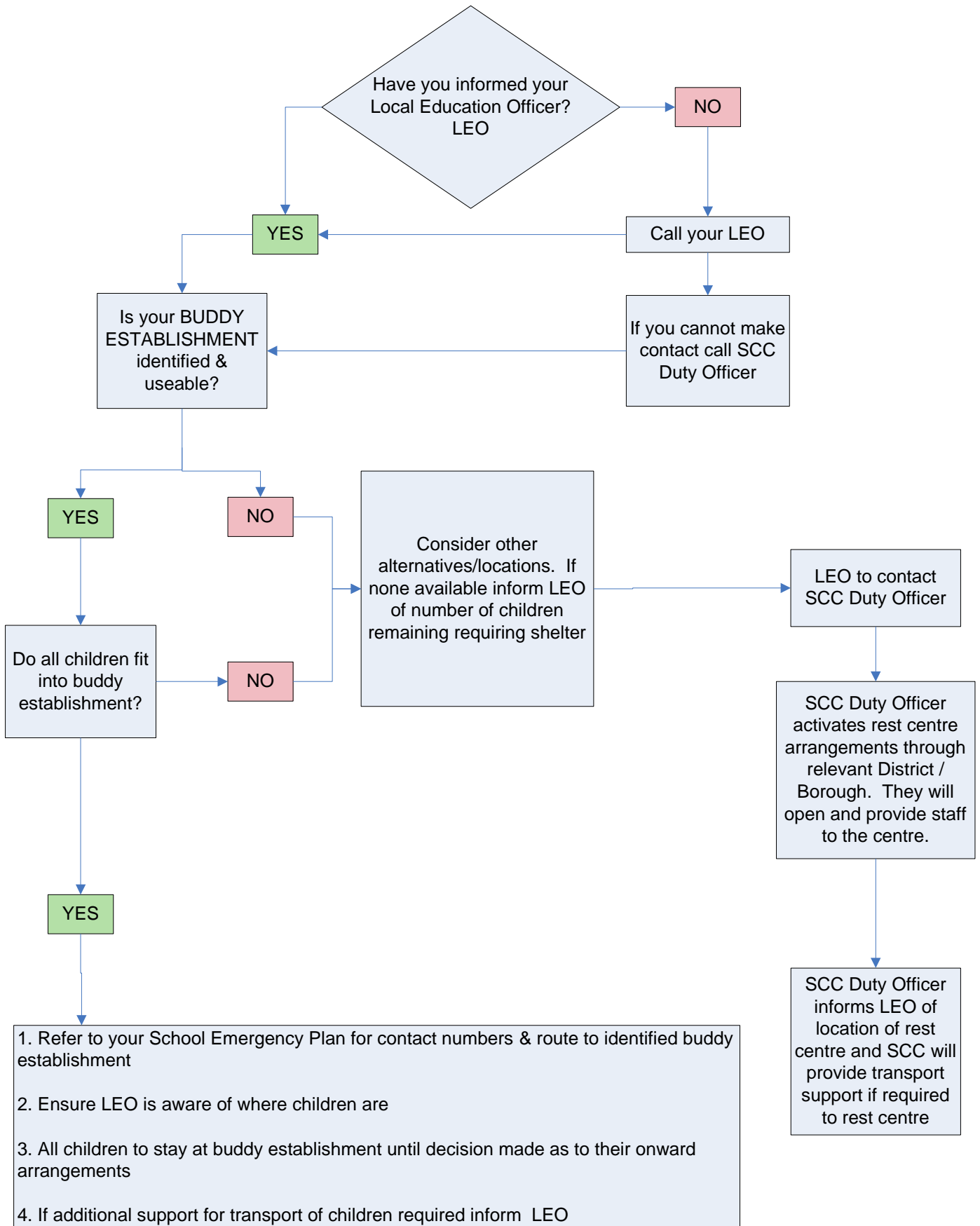
If the site has to be evacuated then see flow chart

If the 'shelter in place' signal sounds (3 beeps)

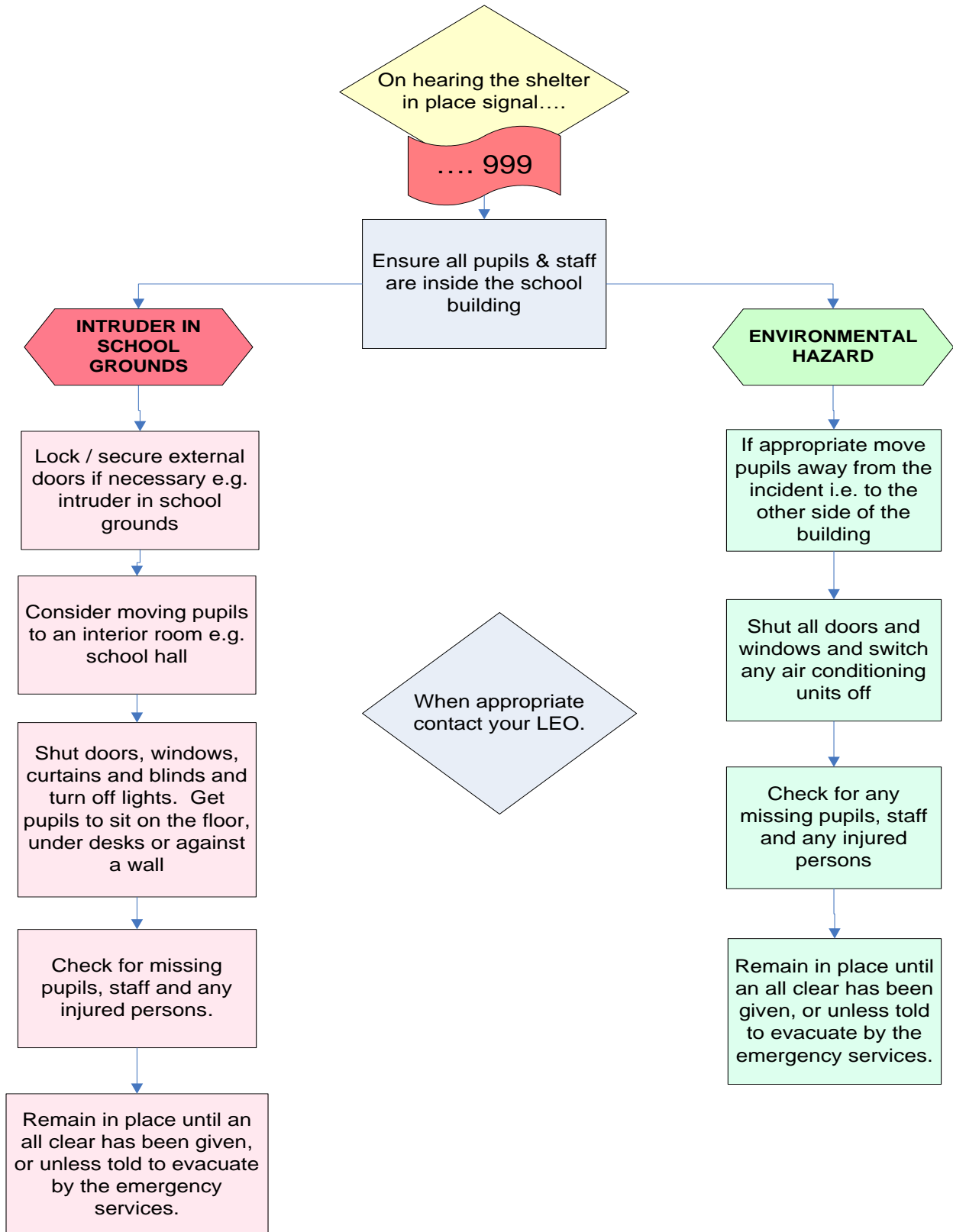
- Move all children and adults away from windows and doors
- Secure external doors
- Check registers etc to ensure all children and adults are accounted for
- Do not allow anyone to leave until the all clear is given

These procedures apply to all groups and individuals using the nursery and children's centre during term time and holidays.

School Evacuation Flowchart



Shelter in Place Flowchart



Appendix 5: Buddy Establishments

A buddy establishment is any identified 'place of safety' nearby where pupils and staff can be taken if unable to return to the school for some time.

Name & Address of establishment	Contact name & number	Arrangements for getting pupils there
Sainsbury's	01483 418564	Walk there if possible. Need to plan possible routes.
Atrium	01483 869968	Exit route through back gate

See Appendix 4 for a school evacuation flow chart.

If you need to evacuate your school your first action, following calls to the emergency services, should be to call your Area Education Officer.

Appendix 6: Bomb threat prompt card for reception staff

1. Stay calm
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.
3. Make a note of: <ul style="list-style-type: none">• the exact time of the call• the caller's sex and approximate age• any accent the person has, or any distinguishing feature about their voice eg speech impediment, state of drunkenness etc.• any distinguishable background noise.
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none">• Where is the bomb?• What time is it due to go off?• What kind of bomb is it?• What does it look like?• What will cause it to explode?• Why are you doing this?• What is your name?• What is your address?• What is your telephone number?
5. Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller.
6. Report the call to the police and the headteacher/nominated deputy <u>immediately</u> . In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the headteacher.

Appendix 7: Emergency arrangements for other services using the school site

All services using the site should follow the same procedures

Appendix 8: Closing the school

When the decision is made to close the school by the headteacher or person in charge, contact the AEO **01483 517835** during office hours.

If unavailable or out of office hours contact the Emergency Management Duty Officer on **07831 473039**.

Any decision to close the school is the responsibility of the Headteacher, in consultation with the Chair of Governors and the Area Education Officer.

Consideration will be given to conditions on site and on approach roads and how these will affect the safety and well-being of children, parents and staff.

If a decision to close is taken before school opens parents will be informed by:

- staff manning the Wharf phone, where possible
- a message on the Wharf answerphone
- text messages sent via Parentmail
- information on the Surrey County Council website and on Eagle Radio
- updating the Wharf website

If a decision to close early is taken during the school day

- Parents will be informed by phone/ Parentmail and asked to make arrangements to collect their child
- Parents may be contacted by Parentmail and asked to phone the Wharf
- As usual children will only be collected by known and designated adults
- Children's departure time will be logged with details of adult collecting them
- Staff will continue to care for any child who is not collected early.
- If it is not possible to remain on site staff may take children to another site (buddy establishment or elsewhere). Parents will be kept informed
- Appropriately insured staff may agree to transport a child to a designated address if no parent or other relative can collect them

Appendix 9: Pandemics: e.g. Covid or flu

Arrangements for managing an outbreak of a pandemic mirror those in place for other school closures and good health and hygiene practice.

The Headteacher (or her nominated deputy) will decide to close the school as described in Appendix 8. The decision will be made in consultation with the Chair of governors and the AEO.

The school may need to remain closed if there are not enough staff available due to their own or family illness.

Further guidance is available on the DfE Teachernet website and on the HPA website.

Appendix 10: Incident Logging

Within the notebook for the log the information structure as below can be followed, it does not matter in what format it is so long as the following is included into any log:

- Times
- Who made/received the phone call, email, answer phone message etc.
- Who made the decision / took the action
- What information was given

Essential considerations for log keeping:

- Use hardback notebook
- Numbered pages
- Bound so pages cannot be easily removed (e.g. not spiral bound)
- Permanent black ink

Time	Name	Information	Action required
	From / To		
	From / To		
	From / To		

Appendix 11: Business Continuity

Business continuity planning is the process involved in ensuring that a business or organisation can continue to deliver its critical services during and after an emergency. In the case of schools, one of these services is to continue pupils' education.

An inventory of valuable items is invaluable in assisting with insurance claims.

A record of key computer- and paper-based systems and location of duplicates is useful for retrieving data if originals are lost

IT backup

Data/IT system	Backed up
Network via adshare	IT support- remote back up

Essential records

Document	Location	Duplicated?	Where is the back up held?
Staff and children contact/ next of kin	Computer system	yes	Via office link Via Parentmail
Children's records including medical info	Secure cupboard	no	
Waiting list	Secure cupboard	no	
Equipment inventory	Network computer	yes	Paper copy in office
School emergency plan	School office	Yes	Headteacher (home), SEMT members

Surrey County Council would like to acknowledge Nottinghamshire County Council's contribution in the production of the schools emergency guidance and template document.