



Dagenham Park Church of England School

HeadTeacher: Mr Simon Weaver
Chair of Governors : Reverend Penny Sayer
Business Manager: Yvonne Preston
Director of Community Services: Jacqueline Mcleod
Laing O'Rourke Facilities Manager: Andrew Sumner

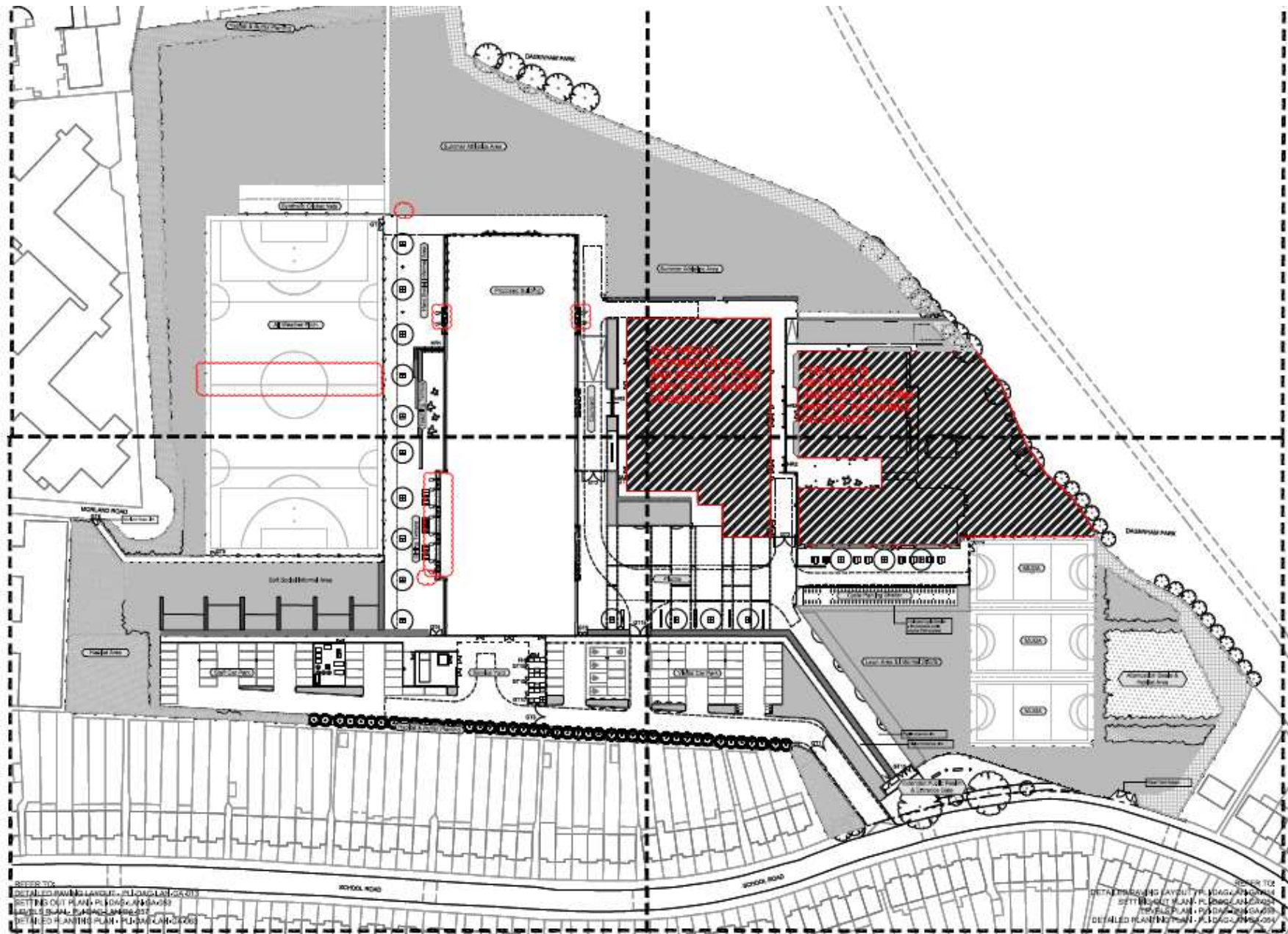
Business Continuity Plan

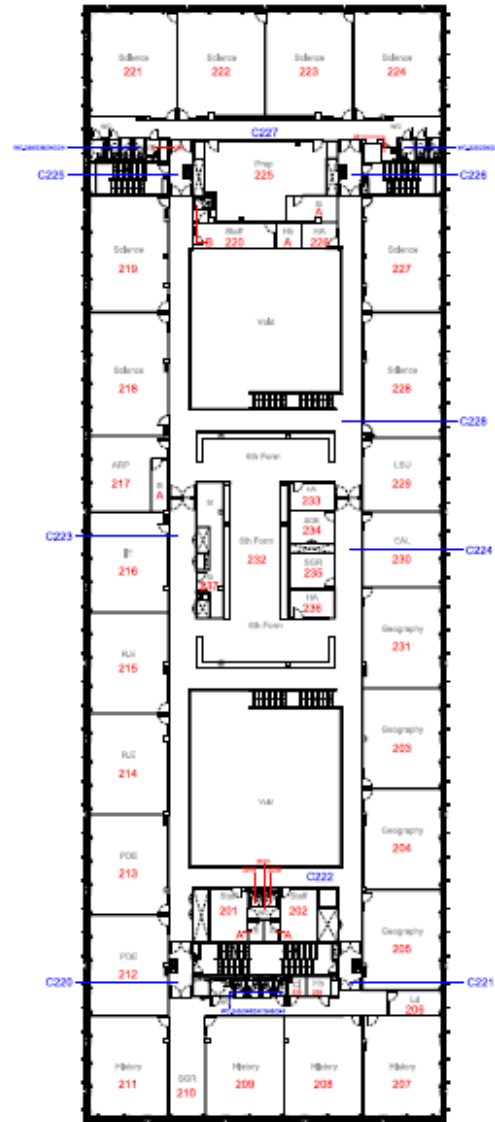
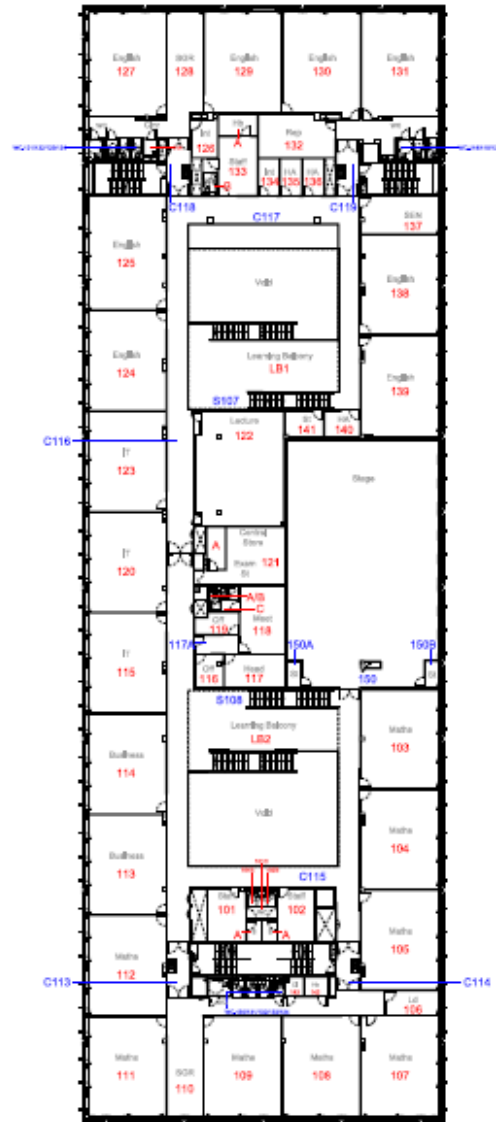
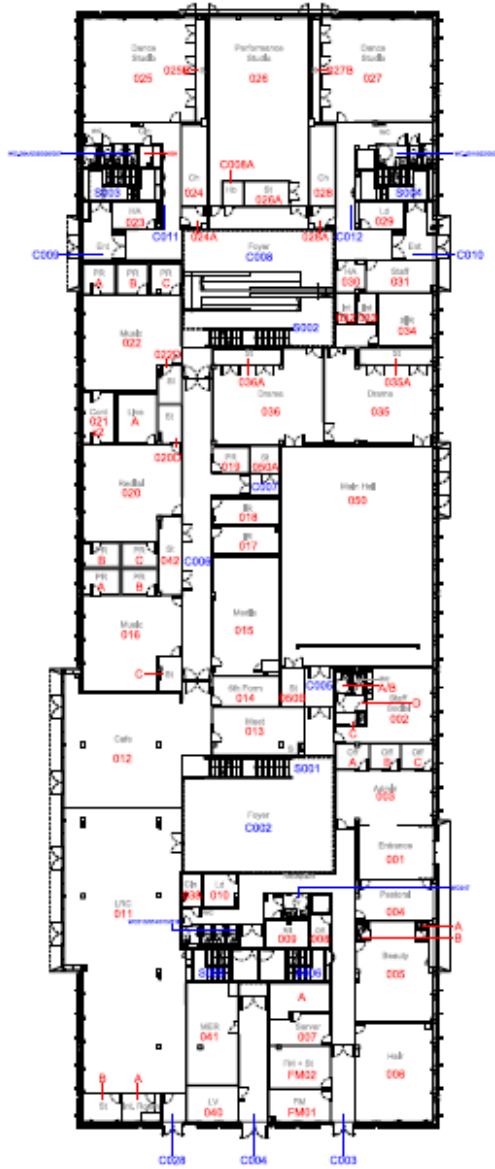
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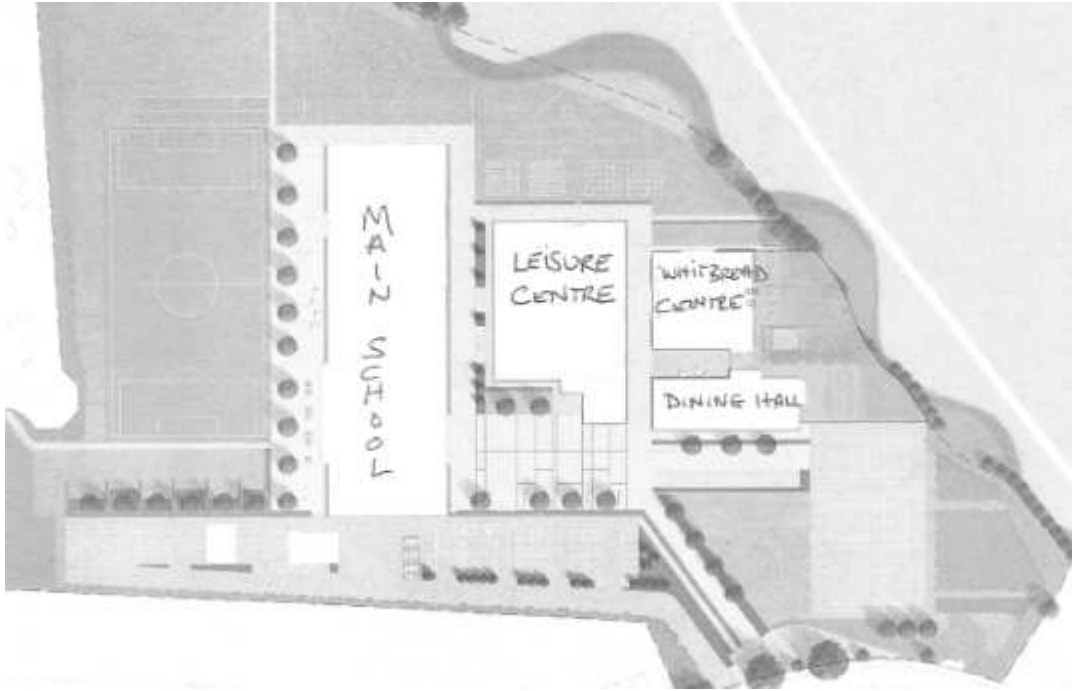


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SECTION 2 ENTRY TO THE SCHOOL SITE

Entry to the School site is controlled by an access control system.

Visitors

- All visitors to the school, including contractors, will enter through the reception area only and report to the receptionist.
- They will fill in the visitors' book recording the time of the visit, the visitor's name and reason for the visit.
- The visitor will receive a visitor's badge that is to be worn at all times during the visit. They will be informed of fire evacuation procedures by reception and given clear instructions on the fire assembly point. The receptionist will inform the appropriate department or member of staff that the visitor is on site.
- Temporary workers will have their identity checked and CRB clearance details.
- The visitor will be collected from the reception area.
- At the end of the visit the visitor is to return to the reception area where the leaving time will be recorded in the visitor's book and the visitor badge returned.
- The school reserves the right to refuse entry.

SECTION 3 SECURITY OF THE SITE

EXTERNAL & INTERNAL SECURITY

CCTV System

The whole school site is covered by a comprehensive CCTV system. The site has cameras covering internal and external areas. The system is constantly being expanded and updated. All CCTV cameras are controlled and monitored by the FM department for the relevant buildings. Cameras are also viewed by the caretaking staff in their workshop/office. FM are responsible for the maintenance of the CCTV system. The data is recorded on hard drive and remains stored for 14 days. After this time the discs are automatically over ridden.

Access Control

All visitors and 6th form students will be required to wear their identity badges at all times whilst on the school premises.

School Based Police Officer

As part of the Metropolitan Police Safer Schools Partnership we have a dedicated police officer at the school. Their role is varied and covers the local community both outside and inside the school. They support the school staff in dealing with serious incidents and give advice where appropriate

Classroom and Practical Area Security

- Practical rooms have power isolator interlock electrical supplies (Technology and Science) Teachers/Technicians switch on the emergency cut outs each morning before the pupils enter the rooms and to ensure the system works.
- At the end of the day the isolator interlock is to be turned off.
- Keys must **not** be left in the isolator interlock.
- All 240V sockets should be switched **off** when not in use. This does not apply to food storage equipment.

Keys

- Staff are responsible for their own set of school keys.
- Staff will sign for all keys assigned to them and return them upon leaving their post.
- Loss of keys should be reported to the appropriate Line Manager who will put it on the appropriate help desk
- No extra keys should be cut unless prior permission has been obtained from the Headteacher.
- Keys will not be passed on to pupils.
- Keys should not be left in locks.
- Classrooms must not be locked whilst occupied by pupils and staff. If the classroom has more than one door, doors can be locked providing a means of fire escape is not compromised.
- All classrooms should be locked when not in use.

Windows

- Classroom windows and door windows must not be obscured to ensure health and safety is met at all times.

STAFF DUTIES

When staff know they will be absent from school in advance on their duty day staff must inform their duty team leader and arrange to swap their duty day. All staff who have been designated a duty are 'in locum parentis' and therefore have a statutory obligation and ensure this is met.

The Director of Community Services is the co-ordinator for the duty system - any changes must be reported to her. She will allocate new staff when and where appropriate

Any duty/timetable changes must be made only after consultation with SLT via the Director of Community Service and comes into effect after the publication of the updated list.

The duty timetables and systems will be reviewed each term as per the needs of the school or as a member of staff leaves.

- Staff duty lists will be reviewed and published prior to the start of each term.
- Each day there will be a duty team with a duty team leader
- Each team will have a duty team leader with overall responsibility
- At the start of each day a named member of staff on the duty list will go on duty at 8.30am for ten minutes before the lesson bell sounds.
- At the mid-morning break the AM duty teams will go on duty promptly at 11.00am. If there is a problem, the SLT duty member should be informed immediately.
- At the lunch break the lunch duty teams will go on duty promptly at 1.30pm. If there is a problem, the SLT duty member should be informed immediately.
- At the end of day the PM duty teams resume duty at 3.00pm for ten minutes after the bell has sounded to ensure an orderly dismissal and ensure that the site is clear.

During all duties duty staff ensure the site is calm and secure.

EXTERNAL SECURITY

- The main gates at School Road and the Moorland Road exit will be covered by the duty team. One member of the SLT will patrol the school to ensure an orderly dismissal and that the site is clear.

Breaches of security during duty sessions

Any breaches of security before school, during the breaks or after school should be reported to the SLT member on duty for the day (as stated in the Duty Rota) who will take the necessary action of contacting the school office. Issues are to be dealt with as appropriate. Where necessary the school Serious Incident procedure is to be implemented. The Headteacher must be informed in person if there has been any breach of security. The necessary action will be taken.

DUTY REGULATIONS

Most important of all, Staff duty must take precedence over everything else. On your duty day make sure you dismiss your teaching group promptly and get to your duty point as quickly as possible. In the event of emergency, the office must be informed who will then radio a member of the SLT.

1. MORNING AND AFTERNOON BREAKS

All pupils to be in playgrounds or in school - all staff are reminded that classrooms should be locked at breaks if unoccupied, if students remain in the classroom they must be supervised at all times.

The following areas are OUT OF BOUNDS to pupils:

- Staff car parking areas

- The back stairs to the Whitbread building
- The bin store area behind the canteen

SECTION 4 SECURITY INCIDENT REPORTS

Procedure to be adopted following a security incident:
(Completing this form must not take the place of dealing with a security incident)

N.B. The File must not be removed from the Office.

Security Incident Report

Date **Time** **Place**

Description of incident

.....
.....

Name of person making report

Department/Section

Signed **Date**

Return to the Headteachers PA
Do not remove this lower section

.....
Do not complete this section
For office use only

Headteacher informed: Date..... Time.....

Action Taken

.....
.....

Signed. **Date**

SECTION 5 FIRE & EMERGENCY EVACUATION PROCEDURES

The alarm will be sounded in the event of **fire, chemical incident or bomb threat**. The alarm will **not** be sounded in the event of an intruder on site until the Headteacher authorises.

DAGENHAM PARK FIRE ALARM ACTIVATION PROCEDURE

OVERVIEW

Introduction

This procedure details the response to be taken by LOR FM and the School upon activation of the fire alarm system, including the controlled process by which the alarm can be silenced should it be necessary.

Purpose / Objectives

The purpose of this procedure is to detail the fire alarm activation response process both during school hours and out of school hours. It also clarifies responsibility for monitoring and silencing the alarm.

Scope

This procedure applies to Dagenham Park Church of England School which forms part of Barking and Dagenham Schools contract.

EMERGENCY EVACUATION OF SCHOOL

- The alarm will be sounded in the event of fire, chemical incident or bomb threat.
- Anyone discovering the outbreak of a fire will report to the nearest member of staff and, if necessary will sound the alarm. The site staff and SLT will be responsible for ensuring a smooth evacuation takes place.
- When the fire alarm sounds, staff will immediately escort their class from the building, leaving bags, closing all doors and windows, and turning off the lights as they leave (if possible). Evacuate the building via the nearest fire exit. The best escape route is shown on a plan of the area by the door of each room. Walk out in silence and as orderly as possible.
- Students will assemble on the Old Dagenham Park field in the areas allotted to their year groups.
- Non-teaching staff will assemble on the Old Dagenham Park field to the left of the Year 7.
- Wheelchair users will evacuate to the area designated with a disabled sign on the fire evacuation map.
- Nominated Fire Marshalls are responsible for checking certain areas of the school have been successfully cleared.
- The fire brigade are linked to the fire panels and will arrive automatically unless they are cancelled by the site staff
- Three evacuation practices will be held each academic year. There will be 3 planned drills per academic year. Drills will be at varying times so the possible problems can be identified and countered as necessary. Full details of the drill will be entered into the Fire Log Book which is held in the FM Office.
- The School Senior Leadership team will assist with the traffic flow around the buildings.

- All tutors must ensure that students stand in a straight line and are in alphabetical order and are silent. Tutors and students should carry out a double-check that no-one is missing from their form that they think ought to be there. Missing – reported to HOA.
- When instructed by the Senior Leadership Team, teachers should escort their classes back to their teaching rooms in an orderly and controlled manner.
- If an evacuation should take place at break or lunchtime, staff should leave by the nearest exit and students should proceed to their normal assembly point. Fire Marshalls should ensure a full evacuation of buildings.
- Teaching Assistants, alongside the member of teaching staff, should ensure that disabled students are successfully evacuated to refuge points. Lifts must not be used as an egress route. A fire evacuation plan must be followed to ensure a Teaching Assistant / Fire Marshall assists with this at all times.
- Only evacuation related broadcasts are to be made on the radio system. The radio system broadcasts will be made on Channel 1. This channel is to be used in the event of an emergency and for fire evacuation instructions.

N.B. In the event that the School needs to evacuate to an off-site location, the School will first assemble in Old Dagenham Park as per the normal evacuation procedure, where they will wait for further instructions.

Fire Protocol PFI estate

During the normal school day

When the pre warning fire alarm sounds in the new main school building the system automatically informs The Fire and Security Company (ADT) the following actions must take place within a 3 minute window before a full evacuation is triggered.

- ADT immediately contact the LORFM team: A Sumner, T Minrath, P Lammin and M Rubin to inform them of activation.
- The school admin staff should contact the LOR Duty manager, the school duty manager. The LOR Facilities Management team and the school site manager should then immediately go to the alarm panel in the main reception foyer to determine the location and details of the fire alarm signal.
- Whilst the fire alarm panel is sounding in the 3 minute mode, the school site manager will notify the Head Teacher and the School's Retained Estate Team (S.Elwell and Paul Murphy) that the alarm has been activated and is being investigated. The Retained estate team would have already been warned of activation by their pagers.
- The schools designated two admin assistants and designated LORFM staff member will proceed immediately towards the main muster point to open the gates, towards the Park, in preparation for an evacuation, should this be required.
- The LOR Facilities Management staff member 1 will go to the suspected area and carry out an investigation. This member of staff will then relay the information via walkie-talkie to LOR staff member 2 and to Paul Murphy.
- The LOR Facilities Management staff member 2 waits at the fire alarm panel to issue information to the school duty manager and establishes whether there is a need for an evacuation or not. The School's Retained Estate team are informed of the required action by the LOR Duty Manager.

- If there is a false alarm, this information will be recorded by LOR Facilities Management in their fire book and the result will be communicated to the school duty manager.
- If there is a need for an evacuation the LORFM will sound the evacuation; schools site manager will inform the Head Teacher, the Leadership Team, the school Facilities Management team, and reception. The fire alarm will sound and **a full evacuation of both estates will take place.**
- Once the decision has been made to evacuate the duty manager goes to the Old Dagenham Park muster point to oversee the evacuation process. Once all registrations have been completed and the information checked, the duty manager must return to the fire panel to inform the Fire Brigade, upon their arrival, on whether the building is clear or if there are any missing persons.
- Fire Marshals are responsible for the evacuation of their assigned areas, which must be conducted in an orderly fashion and ensuring that all students and staff are evacuated promptly from the building.
- Upon evacuation, all available exits must be used; in this situation the one-way system does not apply and should not be followed. Evacuate from the nearest exit door.
- Fire Marshals should report to the schools duty manager in the main foyer to confirm that their areas have been evacuated successfully.
- SCIENCE AREAS: Teachers and technicians must activate the safety shut offs upon leaving their work areas.

Notes

All staff should evacuate the building and follow the fire evacuation plan on display in each room.

Although fire doors do shut when the alarm is triggered staff MUST go through them to access the exit stairways. The doors do open in this mode.

All students are required to line up in their form tutor groups in the Park where they will be registered by a member of staff. Any missing students must be reported to the appropriate Head of Year [or Director of key stage 3 or 4] so that the duty manager is aware of all missing students.

Non-teaching staff and visitors are registered by the Office Manager. If the Office Manager is out this post is taken by another office worker. All Teaching staff are registered by the Exams Officer. If the Exams Officer is out this post is taken by G Rose.

All staff MUST sign out when leaving the school site and sign back in when returning to site.

Fire Protocol Retained estate

During the normal school day

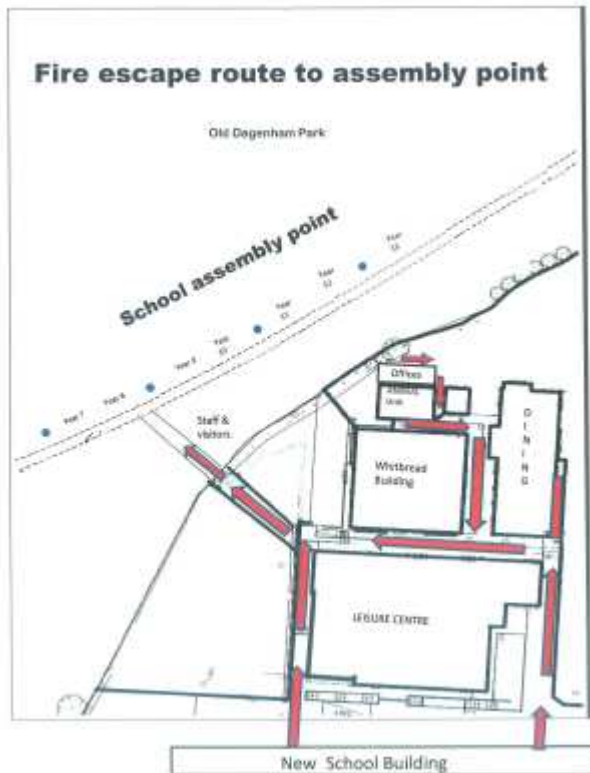
When the pre warning fire alarm sounds in the Retained Estate buildings then the following actions must take place within a 3 minute window before a full evacuation takes place.

- The Retained Estate Staff are notified of an event by a pager that they carry and which is linked to the fire panel.
- The Retained Estate team should contact reception and report an activation they must also contact the Boroughs monitoring team. Office admin staff will contact the School Duty Manager and the LOR Duty Manager. The school duty manager will then immediately go to the alarm panel in the Leisure Centre reception foyer to determine the location and details of the fire alarm signal.
- Whilst the fire alarm panel is sounding in the 3 minute mode, the school site manager will notify the Head Teacher that the alarm has been activated and is being investigated.
- The schools two designated admin assistants will proceed immediately towards the main muster point to open the gates to the Park in preparation for an evacuation, should this be required.
- The Retained Estate team member 1 will go to the area indicated on the pager and carry out an investigation. This member of staff will then relay the information to The Retained Estate team staff member 2.
- The Retained Estate team staff member 2 waits at the fire alarm panel to issue information to the school duty manager and establishes whether there is a need for an evacuation or not. The LOR Duty Manager team are informed of the required action by the Retained Estate team.
- If there is a false alarm, this information will be recorded by The Retained Estate team in their fire book and the result will be communicated to the LOR Duty Manager team.
- If there is a need for an evacuation the schools duty manager will inform the Head Teacher, the Leadership Team, the LOR Duty Management team, and the main office.
- The fire alarm will sound and **a full evacuation of both estates will take place**. Fire Marshals are responsible for the evacuation of their assigned areas, which must be conducted in an orderly fashion and ensuring that all students and staff are evacuated promptly from the buildings.
- Upon evacuation, all available exits must be used; in this situation the one-way system does not apply and should not be followed. Evacuate from the nearest fire exit door.
- Once the decision has been made to evacuate, the duty manager goes to the Park muster point to oversee the evacuation process. Once all registrations have been completed and the information checked, the duty manager must return to the fire panel to inform the Fire Brigade, upon their arrival, on whether the building is clear or if there are any missing persons.
- Fire Marshalls should report to the schools duty manager to confirm that their areas have been evacuated successfully.

- DESIGN AND TECHNOLOGY AREAS: Teachers and technicians must activate the safety shut offs upon leaving their work areas.
- All staff should evacuate the building and follow the fire evacuation plan on display in each room.
- Although the fire doors do shut when the alarm is triggered staff MUST go through them to access the exit stairways. The doors do open in this mode.
- All students are required to line up in their form tutor groups in the Park where they will be registered by a member of staff. Any missing students must be reported to the appropriate Head of Year [or Director of key stage 3 or 4] so that the duty manager is aware of all missing students.
- Non-teaching staff and visitors are registered by the Office Manager. If the Office Manager is out this post is taken by another office worker.
- All teaching staff are registered by the Exams officer. If the Exams Officer is out this post is taken by G Rose.
- All staff MUST sign out when leaving the school site and sign back in when returning to site.

Fire Protocol for All Buildings After normal school hours 16:00+

- If fire alarm sounds continuously a **full evacuation will take place**. All students, visitors and staff are to evacuate promptly from the buildings and proceed to the out of hour's assembly point which is along the large pathway leading to the double main school gates.
- Upon evacuation, all available exits must be used

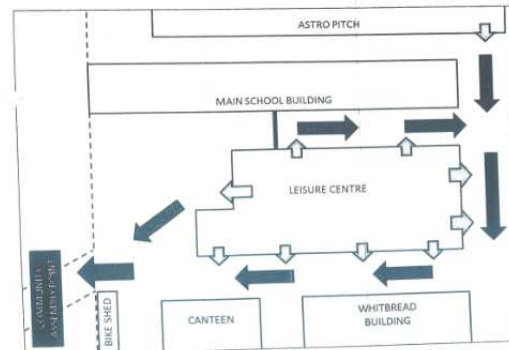


LEISURE CENTRE ASSEMBLY POINT

AFTER NORMAL SCHOOL HOURS

- If fire alarm sounds continuously a full evacuation will take place. All Visitors and Staff are to evacuate promptly from the buildings and proceed to the Leisure Centre Assembly Point which is located along the large pathway near to the double main school gates.
- Upon the need to evacuate, all available exits must be used. [marked in yellow]

All visitors are requested to stay at the Assembly Point until instructed by the Leisure Centre Staff to do otherwise.



Dagenham Park Church of England School Fire Marshalls

Surname	First Name	Area	Special notes
██████	██████	Ground Floor Zone A YELLOW	
██████	██████	Ground Floor Zone B	Deputy Senior Fire Marshall
██████	██████	Ground Floor Zone C PINK	
██████	██████	Ground Floor Zone D BLUE	
██████	██████	First Floor Zone E BLUE	
██████	██████	First Floor Zone F GREEN	
██████	██████	First Floor Zone G YELLOW	
██████	██████	First Floor Zone H PINK	
██████	██████	First Floor Zone I	Senior Fire Marshall
██████	██████	Second Floor Zone J DARK GREEN	
██████	██████	Second Floor Zone K PINK	
██████	██████	Second Floor Zone L YELLOW	
██████	██████	Second Floor Zone M BLUE	
		Second Floor Zone N GREEN	
██████	██████	Kitchen	
██████	██████	Whitbread Building	
██████	██████	Whitbread Building	
██████	██████	Leisure Centre	
██████	██████	Leisure Centre	

First Aiders

In case of emergency please contact the front office on 795003 or students services desk on 795055 who will allocate the nearest qualified first aider from the list below. The office will notify the site manager on duty.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

First aid is carried out in line with the first aid risk assessment which is reviewed and updated regularly by the Office Manager and Health and Safety Officer.

Dagenham Park School Emergency Contact Details

CONTACT	NAME	TELEPHONE NUMBER/S
Asset Management (LBBD)	Also for contact on insurance and utilities supply	[REDACTED]
Borough Emergency Control Centre	[REDACTED]	[REDACTED]
Building Technical Services	[REDACTED]	[REDACTED]
Business Manager (Lloyds Bank)	[REDACTED]	[REDACTED]
Catering	[REDACTED]	[REDACTED]
National Grid Transco Gas	[REDACTED]	[REDACTED]
UK Power Networks	[REDACTED]	[REDACTED]
Water: Essex & Suffolk Water	[REDACTED]	[REDACTED]
Community Educational Psychology Service	[REDACTED]	[REDACTED]
Civil Contingencies Joint Service	[REDACTED]	[REDACTED]
Press office (LBBD)	[REDACTED]	[REDACTED]
LA Contact	[REDACTED]	[REDACTED]
Director of Children's Services	[REDACTED]	[REDACTED]
Director of Education	[REDACTED]	[REDACTED]
Head Teacher	[REDACTED]	[REDACTED]
Deputy Head	[REDACTED]	[REDACTED]
Assistant Head	[REDACTED]	[REDACTED]
Assistant Head	[REDACTED]	[REDACTED]
Assistant Head	[REDACTED]	[REDACTED]
Director of Community Services	[REDACTED]	[REDACTED]
Facilities Management Team - PFI	[REDACTED]	[REDACTED]
Facilities Manager Laing O'Rourke	[REDACTED]	[REDACTED]
Facilities Manager – Retained Estate	[REDACTED]	[REDACTED]
Caretaker	[REDACTED]	[REDACTED]
Cook	[REDACTED]	[REDACTED]
School Business Manager	[REDACTED]	[REDACTED]
Head of Administration / PA to Head	[REDACTED]	[REDACTED]
School ICT Manager	[REDACTED]	[REDACTED]
Chair of Governors	[REDACTED]	[REDACTED]

SECTION 6 HAZARDS & DEFECTS

Defects and hazards in the building, heating, lighting and ventilation systems should be reported immediately to FM helpdesk who will decide upon the appropriate action. The Facilities Management teams for each building are to carry out regular site checks.

Major defects and hazards must be reported to the Director of Community Services and FM team for the relevant building immediately.

The Helpdesk will send you an email to acknowledge your hazard/defect query. If you have a query relating to the helpdesk service, please contact the Director of Community Services.

The caretaking staff are responsible for the clearing of any spillages and removing of non-fixed defects. Caretaking staff can be contacted via reception or on the 2-way radio system. DP Site Staff – Channel 3, LOR FM – Channel 9.

All hazards/defects are monitored to the Director of Community Services. An overview is reported to the Headteacher who reports to the Governing Body.

All staff are responsible for site health and safety as part of their job description.

SECTION 7 ACCIDENT REPORTS

After an accident to students, staff (teaching and core), cleaners, contractors and visitors

- Accident should be reported in the first instance to the nurse and entered in the Accident Record Book on the site where the accident occurred, on the day of the accident or if this is not possible due to the injuries, as soon as possible
- A Barking & Dagenham Accident/Incident Report together with any witness statements attached should be completed and sent to reception within **24 hrs** of the accident.
- All accidents are reported to the Health and Safety Officers of both the school and the borough using the completed LBBD Accident/Incident Report
- Major accidents e.g. a broken bone, must be reported to the Borough Health & Safety Office within 24 hours by telephone and then by the completed Accident/Incident Report. The Borough will notify the Health & Safety Executive if deemed necessary.
- The Headteacher, Director of Community Services, Site Manager and Health and Safety Officer will be notified of all major accidents.

SECTION 8 ACTION TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- Record the exact time call receive
- Write down exact wording of threat
- Stay calm
- Keep the caller on the telephone for as long as possible
- Ask these Questions:
 1. ***Where is the bomb right now?***
 2. ***When is it going to explode?***
 3. ***What does it look like?***
 4. ***What kind of bomb is it?***
 5. ***What will cause it to explode?***
 6. ***Did you place the bomb?***
 7. ***Why?***
 8. ***What is your name, address and telephone number?***
- **Keep telephone line open** (even though the caller has disengaged)
- Inform the Headteacher immediately and then dial 999 if instructed.

SECTION 9 SECURITY MARKING OF SCHOOL EQUIPMENT

For all computers and IT equipment we use a UV marker with the school name (DPCoE), postcode, Asset Sticker and barcode. We do not label by department as equipment is moved between departments on a regular basis.

SECTION 10 DRUGS AND OTHER ILLEGAL SUBSTANCES ON SCHOOL SITE

Rationale and Definition

The school believes that the possession and use of drugs in school or during the school day is inappropriate. All the drugs covered in the school policy are not permitted to be bought, sold, or otherwise obtained on school premises or during the school day, including when students are on school visits. These rules apply to adults working at and for the school. Exceptions may be made for students and adults who need to take prescribed medicines where appropriate, and alcohol for adults during social occasions when students are off the premises.

Drugs are those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine and LSD. A drug is a substance that when taken into the body will bring about a psychological or physical change.

It is therefore important that we work together to ensure that we have clear guidelines for drug education and clear procedures for responding to drug related incidents. Sanctions for incidents will be consistent with the school's Behaviour Policy.

GUIDANCE TO STAFF FOR THE MANAGEMENT OF DRUG RELATED INCIDENTS AT DAGENHAM PARK C OF E SCHOOL

EMERGENCY

Where a young person has lost consciousness as a result of drugs use or has gone into coma through overdosing.

ACTION

1. Summon/call staff with first aid qualifications through the main office
2. Ask office to telephone 999 for an ambulance
3. Do not panic or leave the person alone
4. Place the person in the recovery position
5. The person's friends should be questioned to determine which substance has been used. Evidence, e.g. tablets, bottles, syringes etc. should be gathered (samples of vomited material may also be needed. This will be dealt with by the Police or the Community Police Officer on site. Reception have a box that caters for this.
6. Report the incident to a member of SLT who will inform the Headteacher. A member of SLT will telephone the parent/carer

INTOXICATION

Where a young person is intoxicated but conscious.

ACTION

1. It is difficult to talk to a person who is intoxicated or 'high' and therefore it is important to keep them under observation
2. Sit him/her in a quiet room or area. An empty classroom or the Parents Room near Reception.
3. Ensure another member of staff is with you as the young person's behaviour may be unpredictable.
4. Ensure good ventilation.
5. Help calm her/him down if s/he is distressed.
6. First aid should be administered by a qualified person, if necessary.
7. A member of SLT will contact parents/carers, where there is a professional duty to do so (see below).
8. Report the incident to a member of SLT who will inform the Headteacher.

SECTION 12 BEREAVEMENT PROCEDURES

Forward

Any death on the school sites will be investigated by the Police. Until such time that the Police are satisfied that the death was caused by natural causes the death will be classified as suspicious.

1. Death of a member of the public on school premises.
2. Death of a member of staff on the school premises.
3. Death of a student on the school premises.
4. Death of one of the above by suspected suicide.

Reporting

The person who finds the deceased is requested not to touch the body unless they are trained in resuscitation. They are to remove onlookers away from the scene and send someone to the main office to report the incident. Witnesses to the incident are to be removed to a safe area as they will be required to give statements at a later time.

Action by Office

- If a first aider is not on the scene the office is to telephone for a duty first aider.
- Telephone 9-999 and ask for the Police. Scotland Yard will alert the ambulance.
- Inform a member of the Senior Leadership Team and seek advice.

Action by the Headteacher or Deputy Headteacher or Site Manager

- To contact the Authority for advice with reference to counselling if required.
- To contact the Authority regarding the issue of press statements.

- To carry out an initial investigation and to liaise with the emergency services.
- In the case of a member of staff the Headteacher or a close friend may wish to inform the next of kin. (The Police as a matter of course inform next of kin)
- To inform Social Services if felt necessary.
- No member of staff should give interviews with the press, as this is the responsibility of the Headteacher.

SECTION 13 BIRTH ON THE SCHOOL SITE

1. Birth by a member of staff on the school premises
2. Birth by a member of the public on school premises.
3. Birth by a pupil on the school premises

Action by Office

- To telephone for a first aider.
- To telephone 9-999 for an ambulance.
- To inform a member of the Senior Team and seek advice if required.

Action by the Headteacher or Deputy Headteacher or Senior member of staff

- To contact the Authority for advice with reference to counselling for a pupil giving birth on school premises.
- To contact the Authority regarding the issue of press statements.
- To liaise with the emergency service.
- In the case of a pupil the Headteacher or his deputy to inform the parents/carer.
- To inform Social Services in the case of a pupil.

Action by Others

- Staff are to remove pupils from the scene.
- No member of staff should give interviews with the press, as this is the responsibility of the Headteacher.

SECTION 14 EDUCATION VISITS

All proposed educational visits must follow specific guidelines, as shown on the school's Intranet. These guidelines are based on Borough regulations, as outlined in their School Offsite Visits Manual.

A proposed visit must be agreed with the Headteacher and Senior Leadership team against the school diary. Staff are required to complete the following documentation, which is available on the school's Sharepoint:

1. Borough Educational Visits form (EVA1 or EVA2).
 - An EVA1 is completed for all day visits which are non-hazardous and includes information such as date of visit, venue, number of students, staff names and summary of activities.
 - An EVA2 is completed for visits involving overnight stays, hazardous activities and trips abroad.
2. A risk assessment form.
This form identifies potential hazards, who may be at risk and steps taken to control risks.
3. An internal Planning for Safety checklist
This checklist is to make staff aware of what needs to be done when organising a visit.
4. A copy of the letter of parents outlining details/arrangements for the proposed visit, together with a parental consent form.

All of the above documents must be given to reception for processing at least 3 weeks before the proposed visit for category EVA1 trips and 6 weeks before category EVA2 trips.

Processed documents are then passed to the School Visits Co-ordinator for checking before EVA1/2 forms are sent to the local authority for their approval.

No visits will be approved unless they have the necessary documentation correctly completed and meet the local authority regulations.

Staff in charge of the visit are responsible for giving names of pupils participating to reception.

Any coaches required are booked via reception and monies collected are paid into the finance office.

SECTION 15 PANDEMIC

What is a Flu Pandemic?

Pandemic flu is a type of influenza that occurs every few decades and which spreads rapidly to affect most countries and regions around the world. The symptoms of pandemic flu are similar to those of 'ordinary' flu, but are usually more severe. The most significant symptoms are the sudden onset of fever, coughing or shortness of breath. Other symptoms may include headache, tiredness, chills, aching muscles, sore throat, runny nose, sneezing and loss of appetite.

How is it caught and spread?

It is likely that 'Flu', like seasonal flu, will spread from person to person by close contact. Some examples of how it can be spread include:

- Coughing and / or sneezing by an infected person within a short distance (usually 1 metre or less) of someone else;
- Touching or shaking the hand of an infected person and then touching your mouth, eyes or nose without first washing or sanitising your hands;
- Touching surfaces or objects (e.g. door handles) contaminated with the flu virus and then touching your mouth, eyes or nose without first washing or sanitising your hands.

Dagenham Park

The school will contact parents/carers in the event of a flu pandemic and advise on the necessary action to take. Full priority is to ensure continuity of education whilst ensuring all health and safety requirements are met.

SECTION 16 ADVERSE WEATHER

Rationale

There are occasions when severe weather conditions prevail or failure of services or major incident occurs which may affect the operation of the school day. If such circumstances occur, staff, parents and students need to be aware of the procedure to be followed.

It is important accurate information is available from an appropriate source in order that staff, parents and students know where to access and follow the information provided.

As far as possible it is the school's intention to remain open unless circumstances prevent the school from operating.

Purpose

To provide guidelines to staff, parents and students covering a range of possible scenarios affecting the ability of the school to operate.

Guidelines

Unless the school has been closed following an announcement by the Headteacher or member of the school's Senior Leadership Team, it must be assumed that the school remains open.

In the event of severe weather conditions staff, parents and students may contact the following to ascertain whether the school is open or closed or operating in some modified form:

- School's main phone line answer phone
- School's website. **This must indicate whether the school site is open to both student and staff.**
- Local radio Stations
 - Time FM 107.5 FM
 - Essex Radio FM 96.3 FM
 - BBC Essex Radio FM 95.3 FM/103.5 FM
- Contacting the school via a direct phone line to speak with a member of the school's Senior Leadership Team. Only this designated group is authorised to provide a statement upon the operational status of the school.

In cases where weather conditions delay attending school, a register will be available at the main reception for colleagues to sign on arrival. Staff must ensure that they use the site with extreme caution and wear suitable footwear and clothing. Staff and students must only use the entrance in the Main Building, near Reception. Car parks are to be used at the risk of staff. The site staff will ensure there are suitable pathways to enter and exit the building through the main building only. Site use and updates will be made available on the intranet and internal email system throughout the period of inclement weather.

Following closure of the school during a school day staff, parents and students will be expected to follow the guidelines described above under severe weather conditions for the next day.

In addition to severe weather conditions there may be occasions when the school suffers a service failure. This can take a number of forms including fire, electricity, gas, water, heating etc. Any of these service facilities may affect the school to operate. Guidelines for such possible failures are those described for severe weather conditions.

It is more apparent when severe weather conditions occur than a localised service failure. The school will make every effort to inform staff, parents and students about such failure and the status of the school under these circumstances using the guidelines described above.

Every effort is made to determine the best and safest decision on cancelling or not cancelling school because of adverse weather. Please take the time to read this information. Taking the time to acquaint ourselves with the procedures of the policy will assure the safety of our students.

EMERGENCY CLOSING PROCEDURES

School Cancellation - If the decision is made to cancel school please refer to the websites detailed above. All decisions will be made by the Headteacher with full consultation with the governing body.

Early Release - If school is in session and hazardous conditions develop during the day, a decision may be made to dismiss students early.

SECTION 17 EMERGENCY CONTACT NUMBER – SCHOOL CLOSURE

Dagenham Park Church of England School uses both a website and a text message system to pass on information to staff and students in the event of a school closure. The school's DCSF number is 301 4704.

Telephone: 020 8270 4400
Facsimile: 020 8270 4409
Email: office@dp.bardaglea.org.uk
Website: www.dp.bardaglea.org.uk