



Business Continuity Plan

Gusford Primary School

September 2025

This plan is protected. **Do not give any contact details or sensitive information to the media, students, parents, carers or members of the public.**

Plan Administration

Plan Version & Issue Date	Version 2 : 1 st September 2025
Electronic copies of this plan are available from	School Business Manager, Deputy Heads & Headteacher
On site hard copies are held by	School Business Manager, Deputy Heads & Headteacher
Off site hard copies of this plan are held securely by	School Business Manager, Deputy Heads & Headteacher
Location of emergency grab bag(s)	School Office
Date of next review	1 st September 2026
Person responsible for BCP	Headteacher

Plan Distribution

Copy No.	Plan Holder	Job Title	Issue Date
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2.	Paul Rivett	School Business Manager	01/09/25
3.	Carmen Hopkins	Deputy Headteacher	01/09/25
4.	Owen Hammond	Assistant Headteacher	01/09/25

Under the Data Protection Act, 2018 copies of this plan containing personal information must be kept in a secure place and **electronic versions must be password protected.**

At least one copy of the plan held off-site should facilitate access to contact details of pupils and parents / carers – so remote access to an online copy of this data. All staff and governors should have access to a copy of the plan (excluding confidential and personal data) which can be referred to both during school hours and outside school hours (including holidays and when on educational visits). All versions of the plan, including hard copies and electronic versions, must be controlled. Hard copies will need to be locked away when unattended and electronic versions should be password protected.

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Introduction

This plan sets out our school's business continuity management and emergency response arrangements and helps us be prepared for, and recover from, unexpected disruptions.

Disruptions are part of everyday school life and most are dealt with as 'business as usual.' This plan set out how we will deal with the more serious incidents that affect our critical activities.

A Business Impact Assessment has been undertaken to identify our critical activities and the measures we have put in place to mitigate the effects of disruptions. See the table overleaf.

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the *cause* of the incident, the *effect* can generally be summarised as:

- ✦ An inability to carry out daily and/or critical activities
- ✦ Loss of life or serious injury to school staff and students/pupils or members of the public
- ✦ Loss of building, or part of building or access to the building
- ✦ Adverse publicity and/or reputational impacts
- ✦ Loss of ICT
- ✦ Loss/shortage of staff
- ✦ Loss of critical supplier or partner

This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impact on the delivery of our critical activities and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

This plan is complementary to, and is not a replacement for any existing County wide procedures eg: the Critical Incident 'Red Book' procedures and 'Green Book' guidelines which deal with psychological impacts.

The plan should be read in conjunction with the Active Learning Trust policies that are closely related to business continuity.

The procedures and critical activities have been discussed and agreed by the school's Senior Leadership Team.

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Our Critical Activities

The school's critical activities, as detailed below, take priority for recovery following an incident because these activities, if not completed for any reason, would cause the greatest impact on the school community in the shortest time.

CRITICAL School Activity	Requirements Consider the resources required for the critical activities	When Required						Comments
		Hrs	Hrs	Hrs 24 hrs	Weeks	Weeks	month	
Teaching	Agreed location to continue studies Teaching staff and resources Facilities to teach in Manual registers				X			
Safeguarding Children	Safeguarding Policy	X						
Catering	Resource alternative provision of school meals		X					In most schools outsourced – provision would be contractors responsibility
Access to ICT	Hardware Software Internet access (connectivity) Back up of data		X					
Facilities management	Repair of any damage to premises. Additional staff/hours to assist in repair /cleaning			X				

Meeting Centre	Arrange for alternative facilities to host meetings/training/workshops				X				
Loss of communications		X							Eg: telephones, parentmail, email etc
Loss of utilities	Gas, Electricity, Water	X							
Loss of key staff		X							
Loss of critical supplier	Eg: EPM payroll			X					
Examinations Centre	Arrange for alternative facilities to accommodate examinations		X						

Incident Management Structure

This section of the plan includes generic roles and responsibilities for staff during the initial response to an emergency, during the ongoing response and in the recovery phase.

Unless the incident is minor, it will be impossible for the Head Teacher (or their deputy) to implement all the actions required on behalf of the school.

A Senior Emergency Management Team (SEMT) will be established at the onset of an incident to assist the Head Teacher in managing the response.

Action Cards for each role are in Appendix 3.

Level One (Strategic) - The Senior Emergency Management Team

Senior Emergency Management Team (SEMT)		
Name	Position	Role in an Incident
Stephen Tapley	Headteacher	Co-ordinator
Carmen Hopkins	Deputy Headteacher	Media Management
Paul Rivett	School Business Manager	Business Continuity
Carmen Hopkins / Paul Rivett	Deputy Head/School Business Manager	Communications
Carmen Hopkins	Deputy Head	Educational Visit Leader
Owen Hammond	Assistant Head	Log-Keeping
Paul Rivett	School Business Manager	Resources
Carmen Hopkins	Deputy Headteacher	Welfare

The SEMT is responsible for:

- ✦ Long term strategy
- ✦ Funding issues
- ✦ Providing adequate resources
- ✦ Through the Trust's communication lead, press and media liaison

- ✦ Communicating with relevant bodies, liaising with the Trust communication team as required. ✦
Liaising with Co-ordinating group (below)

Level Two (Tactical) – The Co-ordinating Group

Where necessary, the SEMT (above) will create a Coordinating Group including the following:

Co-ordinating Group	
Name	Position
Carmen Hopkins	Representative from the SEMT
Pippa Coleman	SENDCO
Owen Hammond	EYFS Phase Leader
Naomi Glasse	Year 1 Lead
Jamie Webber	Year 2 Lead
Jenny Gooch	Year 3 Lead
Michell Knights	Year 4 Lead
Rebecca Slater	Year 5 Lead
Gemma Smith	Year 6 Lead
Marie Hockley	PLO
Tom Swash	Site Manager

The Co-ordinating Group is responsible for:

- ✦ General management and coordination
- ✦ Liaison with the relevant local authority services
- ✦ Endorsing the approach of the operational group (below)
- ✦ Keeping a detailed log of the incident
- ✦ Presenting options to the SEMT

When this plan is invoked, all staff must be notified as soon as possible.

Level Three (Operational) – The Operational Group

The operational group - those 'on the ground' will:

- ✦ Assist with recovery of the school
- ✦ Communicate to and from Incident Management and Co-ordinating groups

The Operational Group might include teachers, teaching assistants, emergency services staff (if relevant) and estates staff.

The appendices to this document comprise our Incident Management Plan.

Appendix 1 – Notification of Incident & Initial Action

A1.1 Notification of Incident

Information about an incident may come from a number of sources (e.g. member of staff, pupil, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

Date and time of call:

Contact details of informant:

Date and time of incident:

Exact location of incident:

Details of incident:

Where is the informant now and where are they going?

People affected (including names, injuries, where they are, where they are being taken to):

What arrangements are in place for people not directly involved in the incident?

What advice have the emergency services given?

.....

.....

.....

.....

+ If the incident happened on an educational visit please ask the questions below. You might already have these details but it could be useful to seek confirmation.

Name of educational visit leader:

Number of pupils on educational visit:

Who has been informed?

✈	Head Teacher	✈			Police		
✈	School staff	✈	✈	ALT Central Team	✈	✈	Fire & Rescue Service
	Chair of Governors (or nominated rep)	✈					Ambulance Service
✈	Pupils	✈					Local authority
✈	Parents / carers	✈	✈	Extended services			Health and Safety Executive
	✈						Foreign & Commonwealth Office
							Media
						✈	Insurance company
							Trade union
						✈	

Does anyone else need to be informed?

Are any other actions required?

Nature of educational visit:

Number of staff on educational visit:

Location of educational visit:

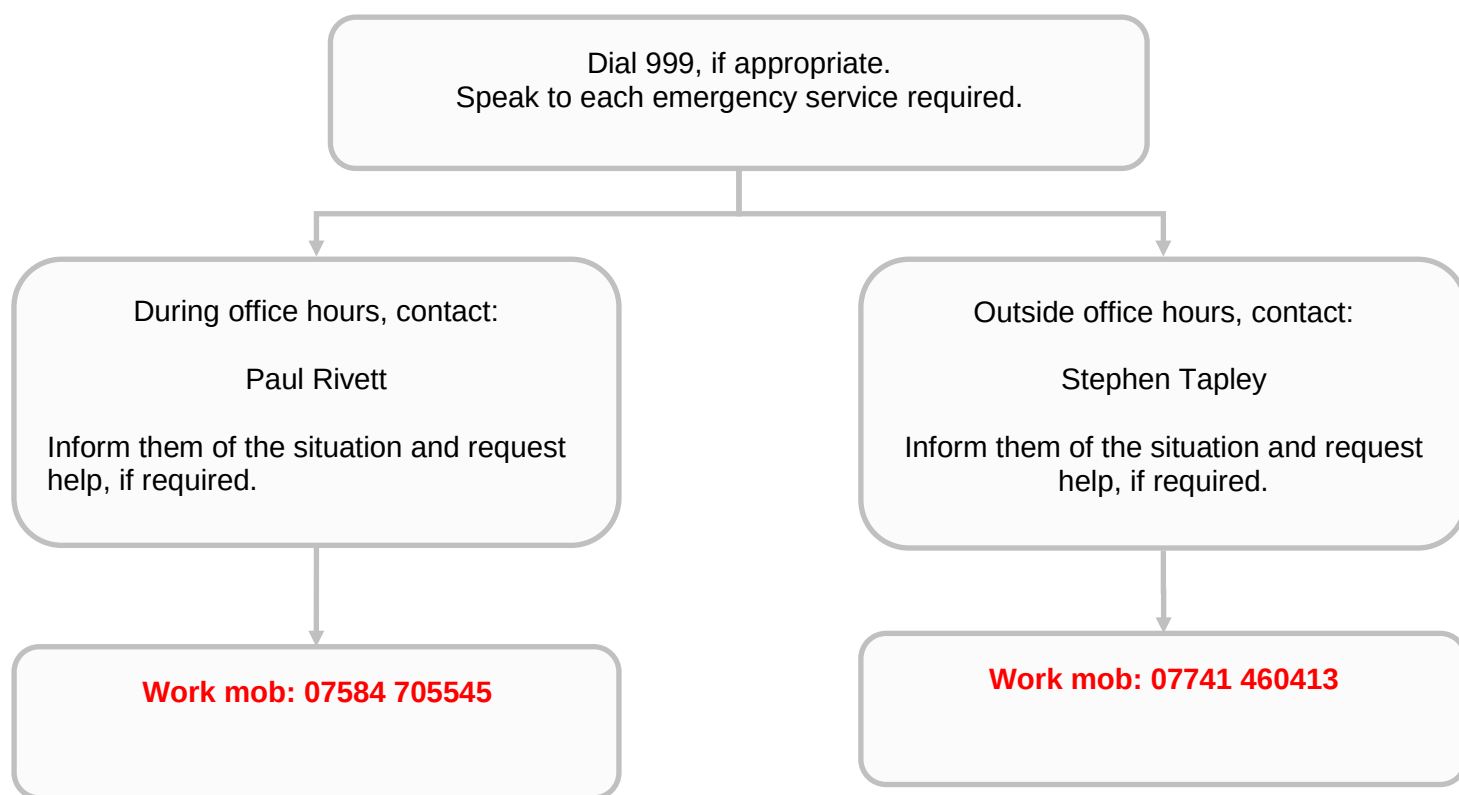
If the incident happened abroad, does the Foreign & Commonwealth Office need to be notified?

A1.2 Initial action

Immediately inform the Head Teacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- **Assess the situation and establish a basic overview of the incident.**
- **Take immediate action to safeguard pupils, staff and visitors.**
- **Attend to any casualties and administer first aid, if appropriate.**
- **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers or members of the public.

- **Fetch any equipment that may prove useful (e.g. first aid kit, grab bag).**
- **Log all communications and actions.**
- **Notify school staff. Consider assembling a School Emergency Management Team (SEMT) to assist with the response.**
- **Refer to the list of emergency contact numbers for additional support if required.**
- **Where possible, avoid closing the school and try to maintain normal routines.**

Appendix 2 – Contact Details

A2.1 School information

School details	
Name of school	Gusford Primary School
Type of school	Primary
School address	Sheldrake Drive, Ipswich, Suffolk IP2 9LQ
School operating hours (including extended services)	6.30am until 6pm School opening times: 7.45am until 4.30pm
Approximate number of staff	100
Approximate number of pupils	600
Age range of pupils	4 – 11 years

Office contact details	
Office telephone number	01473 682148
Office fax number	n/a
Office email address	admin@gusfordprimary.net

Useful websites	
School website / extranet	www.gusfordprimary.net

Trust website	www.activelearningtrust.org/
Local authority	www.suffolk.gov.uk
Department for Education	www.education.gov.uk
Foreign & Commonwealth Office	www.fco.gov.uk
Environment Agency	www.environment-agency.gov.uk
Met Office	www.metoffice.gov.uk
Health and Safety Executive	www.hse.gov.uk
Teacher Support Network	www.teachersupport.info

A2.2 Contact Details - School Staff, Chair of Governors & ALT Central Team Contact/s

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Job title	SEMT role(s) (if applicable)	Contact details	Alternative contact details *	Notes (e.g. first aid trained)

A2.3 Contact Details - Extended Services

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Type / description of extended service	Operating hours	Contact details	Alternative contact details *	Notes (e.g. key holder)
Brookside Pre-School	Fair Play After School & Holiday Club	9am – 3.30pm 3.15pm – 6pm	01473 604238		Melissa O'Halloran

A2.4 Contact Details – Active Learning Trust and Local Authority

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Emergency number	Strategic Support Team - SCC	8.30am to 5.30pm – 01473 263948 After hours: 01473 433440		
Children's services	Customer First MASH	0808 8004005 01473 263200		
Property	Rob Croxson, ALT Estates Representative DPL Premises Management Phil Dale	07748 002203 07784 220605		
Educational visits	Handsam	03332 070737		Client Support

Emergency planning	Suffolk Joint Emergency Planning Unit	Office hours: 01473 265321 emergency.planning@suffolk.gov.uk		
Health and safety	Chris Everard ALT Chief Operating Officer Nina Bickerton SCC Schools H & S Advisor	07385 631228 Chris.everard@activelearningtrust.org 01473 260399 Nina.bickerton@suffolk.gov.uk		

Risk / insurance	RPA	03300 585566 rpa@topmarkcms.com		
Legal	Karen Jarvis ALT	01223 728403 07866 722971 / 07717 676964 Karen.jarvis@activelearningtrust.org		
Human resources	EPM	Geraldine Blake 07731 083169		
Educational psychology	EP Critical Incident Support	Megan.smith@schoolschoice.org		
Finance	Phil Beecher,	07826 518614		

	ALT Chief Finance Officer	Phil.beecher@activelearningtrust.org		
IT	Anthony Miller ALT Head of IT	07734 665512 Anthony.miller@activelearningtrust.org		

A2.5 Contact Details - Local Radio Stations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Radio station	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes (e.g. coverage, frequency)
Town 102 FM	On Air Office	01473 550712 01473 550714		Ipswich and surrounding area
BBC Radio Suffolk	On Air Office Newsdesk	01473 212121 01473 250000 01473 340707 radiosuffolk@bbc.co.uk Text: SFK to 81333		Suffolk
Heart Suffolk	On Air Office	Text: east to 82122 0345 4810077 0345 4810000		Suffolk

A2.6 Contact Details - Other Organisations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Police		999		
Fire & Rescue Service		999		
Ambulance Service		999		
Department for Education		Enquiry line: 0370 000 2288		
Foreign & Commonwealth Office		Consular assistance: 020 7008 1500 (24 hour)		If abroad, please ring: +44 20 7008 1500
Environment Agency		Floodline: 0845 988 1188 (24 hour)		
Met Office		Customer centre: 0870 900 0100 (24 hour)		

Health and Safety Executive		Infoline: 0845 345 0055 Incident contact centre: 0845 300 9923 Duty officer: 0151 922 9235 (24 hour) Duty press officer: 0151 922 1221 (24 hour)		
Insurance company	RPA	03300 585566 rpa@topmarkcms.com		
Trade union	NEU NAHT UNISON	Eastern regional office: 01638 555300 0300 3030333 0800 0857857		
Supplier (catering)	Caterlink	Operations Director – Kevin Hobart 07940 593127 01892 824604 Contract Manager – Kim Upton 07900 265696 01892 824604		

Supplier (temporary staff)	4MySchools	Syvonne Wilson 01245 353808		
Utility supplier (gas)	Inenco National Grid Emergency Services	Richard Baxter 07583 069667 0800 111999		Gazprom
Utility supplier (water)	Anglian Water	0800 771881		
Utility supplier (electricity)	Inenco South East UK Power Networks	Richard Baxter 07583 069667 0800 0294285		Total Gas & Power
Utility supplier (heating)	Solar Panels (SCC)	Imtech Inviron – Paul Edmunds 07891 569962 APTL Enterprises Ltd – Carl 01473 722774		

Teacher Support Network

England:
08000 562 561 (24 hour)

Wales:
08000 855 088 (24 hour)

Scotland:
0800 564 2270 (24 hour)

The Teacher Support Network can provide practical and emotional support to staff in the education sector and their families.

A2.7 Contact Details - For Completion During An Emergency

This table should be left blank so it can be used to record additional contact details during an emergency.

Name	Contact details	Notes

Appendix 3 – Action Cards

A3.1 Action Card - Co-ordination

C1 Establish a basic overview of the incident.

C2	If the incident has occurred on an educational visit: ✦ Liaise with the educational visit leader on a regular basis ✦ Consider sending extra staff to support the educational visit leader ✦ Discuss with the educational visit leader the arrangements for notifying parents / carers ✦ Consider how parents / carers and pupils will be reunited.	
C3	Wherever possible, assign members of staff to relevant School Management Team (SEMT) roles: ✦ Business continuity ✦ Communications ✦ Log-keeping ✦ Media management ✦ Resources ✦ Welfare.	Emergency
C4	Remember to: ✦ Allocate tasks amongst the SEMT ✦ Ensure that staff are clear about their designated responsibilities ✦ Establish the location and frequency of SEMT / staff briefings ✦ Ask staff to maintain a log of actions made and decisions taken ✦ Assign a log-keeper to provide administrative / secretarial support.	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. emergency services, local authority) as required. Provide accurate and factual information to those arriving on-scene.	
C8	Ascertain the whereabouts of all pupils, staff and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform ALT lead and chair of governors as appropriate.	
C10	Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.	

C11 Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.

C12 Continue to allocate tasks amongst the SEMT. Work closely with the SEMT to co-ordinate their actions and help to resolve any complications or difficulties that arise.

C13 If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.

C14	Ensure that regular briefings are given to: ✦ Staff ✦ Pupils ✦ Parents / carers ✦ ALT and governors ✦ Extended services.	
C15	Work closely through ALT's communication management team to provide regular briefings to the media. (Currently Athene Communications – contact via Karen Jarvis or 01733 207340 – Oct 19)	
C16	Check that everyone who should have been notified of the incident has been informed.	
C17	In the event of a serious injury or fatality, report the incident to the Health and Safety Executive (HSE) as soon as possible.	
C18	Seek advice through ALT on legal and insurance issues, where needed	
C19	If the incident is a crime scene (or subject to a fire investigation) seek advice from the Police and / or Fire & Rescue Service.	

Ref'	Co-ordination – recovery	Tick / sign / time
C20	Act as the main contact for the recovery process. Continue to allocate tasks amongst the SEMT and other staff.	
C21	Ensure that post incident support is available to all who may require it (please refer to appendix 1 for more information).	
C22	Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
C23	Complete any necessary forms / paperwork.	
C24	Arrange a debrief for school staff involved in the response.	
C25	Represent the school at other debriefs which may take place (e.g. one organised by the local authority or Local Resilience Forum).	
C26	Initiate a review of the school emergency plan.	
C27	Consider contacting the Head Teachers of nearby schools to inform them of any important issues relating to the incident.	

.2 Action Card Business Continuity

Please refer to appendix 2 for more information on business continuity arrangements.

Ref'	Business continuity - initial response	Tick / sign / time
BC1	Assess the nature of the incident, e.g.: ✦ Loss of utility supply ✦ Loss of supplier ✦ Loss of premises ✦ Loss of personnel ✦ Loss of telecommunications.	
BC2	Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	
BC3	Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	
BC4	Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).	
BC5	If appropriate, contact organisations which can assist in document restoration.	

Ref'	Business continuity - ongoing response	Tick / sign / time
BC6	Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.	
BC7	Seek support from other organisations (e.g. buddy schools, the local authority, suppliers / contractors) as required.	
BC8	Work with the 'communications' role to ensure staff, pupils and parents / carers are informed of any changes to the school routine.	
BC9	In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the cleaning regime.	

Ref'	Business continuity – recovery	Tick / sign / time
BC10	Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	
BC11	Put in place arrangements for remote learning, if necessary.	
BC12	Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	

A3.3 Action Card Communications

Please refer to appendix 6 for more information on communication arrangements.

Ref	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary. Plan to make use of mobile phones in the event that land lines are not working.	

		Tick / sign / time
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	

CO3 Support staff with any communication needs they may have.

CO4 Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).

CO5 Ensure regular information is provided to:

- ✦ Pupils
- ✦ Parents / carers
- ✦ ALT and to governors of the local governing body
- ✦ The LA

CO6 Consider the most effective arrangements for contacting pupils and parents / carers (please refer to appendix 6). Ensure that records of calls made to parents / carers are maintained.

CO7 Liaise with ALT's communication team about contacting local radio stations.

CO8 Update the school answer phone on a regular basis.

CO9 Liaise with the 'co-ordination' role in sending a letter home to parents / carers. This could include information on:

- ✦ What has happened
- ✦ How their child was involved
- ✦ The actions taken to support those involved
- ✦ Who to contact if they have any concerns or queries.

CO10 In the event of a major emergency, seek support from the local authority; they may be able to establish a helpline for enquiries from the public.

Ref'	Communications – recovery	Tick / sign / time
CO11	Provide regular briefings to pupils and parents / carers.	
CO12	Assist the 'business continuity' role in providing remote / virtual learning.	
CO13	Check that any information in the public domain (e.g. website content) is accurate and up-to-date.	

.4 Action Card Log-keeping

Please refer to appendix 9 for more information on log-keeping.

Ref'	Log-keeping - initial response	Tick / sign / time
LK1	Attend SEMT briefings. Keep a log of important information, actions taken and decisions made.	
LK2	Ensure that each member of staff keeps an incident log.	

Ref'	Log-keeping - ongoing response	Tick / sign / time
LK3	Provide administrative / secretarial support to the SEMT.	
LK4	Keep accurate records of anyone admitted to hospital or treated by the emergency services.	
LK5	Record details of any expenditure incurred by the school.	

Ref'	Log-keeping – recovery	Tick / sign / time
LK6	Collate all incident logs, making copies if necessary.	
LK7	Ensure records related to the incident are archived securely but make these available to authorised staff for future reference (e.g. in the event of a debrief or enquiry).	

.5 Action Card Media Management

Ref'	Media management - initial response	Tick / sign / time
M1	Take advice from the ALT communications management and act accordingly (all other activities below flow from that advice)	
M2	Ensure media access to the site, staff and pupils is controlled. Do not let the media onto the school site or give them access to pupils unless there is a specific reason for doing so and permission / consents are in place. Ask for support from the Police if necessary.	
M3	Designate a specific area for the media away from the main entrance to the school, so they do not prevent or intimidate people entering and leaving the site.	
M4	Develop a brief media statement (designed to provide reassurance) on behalf of the school. Information given must be limited until the facts are clear and all parents / carers have been notified.	
M5	Arrange for an appropriate member of staff to act as a spokesperson (preferably this person will have received media training). If a suitable spokesperson is unavailable the Police or local authority may be able to undertake this role.	
M6	Be prepared to be interviewed by the media.	
Ref'	Media management - ongoing response	Tick / sign / time
M7	Devise an ongoing strategy for responding to media requests. Work closely with the media to establish what information they require and when their deadlines are.	
M8	Gather information from the SEMT, emergency services and other organisations as appropriate.	
M9	Provide regular statements to the media. Ensure each message conveys an accurate, consistent and reassuring message. All press releases should be checked and agreed by the emergency services (and other organisations as appropriate).	
M10	Advise staff on where to direct media enquiries. Ask staff, pupils and parents / carers to avoid speculation when talking to the media.	
M11	Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref'	Media management – recovery	Tick / sign / time
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M12	Keep the media informed of developments in the recovery process. Present a positive and reassuring image to the public.	
M13	Be aware of media interest in memorials or anniversaries of the event.	

.6 Action Card Resources

Ref'	Resources - initial response	Tick / sign / time
R1	Take action to protect property. Consider turning off utility supplies.	
R2	Ensure the emergency services can access / egress the school without hindrance. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.	
R3	Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.	
R4	Work with other staff and the emergency services to control access to the school: ✦ Advise staff and governors that they might have to prove their identity before the emergency services will grant them access. ✦ Provide authorised visitors with identification badges and ensure they sign-in and sign-out. ✦ Ensure that media access to the site is controlled.	

Ref'	Resources - ongoing response	Tick / sign / time
R5	Liaise with utility suppliers as required.	
R6	Establish safe and secure areas to assist the response. E.g.: ✦ SEMT briefing room ✦ Briefing area for parents / carers ✦ Media briefing room.	

R7	Work closely with staff and other organisations to provide access to facilities and resources as required. This may involve opening or closing parts of the school.	
R8	Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).	
R9	Work with the 'business continuity' role to arrange temporary accommodation, if required.	

Ref	Resources – recovery	Tick / sign / time
R10	Work closely with the 'co-ordination' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
R11	Arrange a site visit with relevant personnel (e.g. emergency services, utility suppliers, local authority) involved in the recovery phase.	
R12	Procure temporary classrooms if appropriate.	

.7 Action Card Welfare

Ref	Welfare - initial response	Tick / sign / time
W1	Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors and responders.	
W2	Identify pupils who may require additional support: ✦ Those with Special Educational Needs (SEN) ✦ Those with medical needs ✦ Those with Personal Emergency Evacuation Plans (PEEPs) ✦ Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident).	

Ref	Welfare - ongoing response	Tick / sign / time
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W3	Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.	
W4	Make arrangements for reuniting pupils with their parents / carers. Ensure that a member of staff is present to meet and greet them.	
W5	In groups as small as practicable, inform pupils about the incident. Consider the best way to convey bad news. In the event of a tragic incident, consider seeking support from educational psychologists about the best way to inform and support pupils...	
W6	Where possible, every child should be spoken to, and asked if they are alright, before they leave school.	
W7	Take account of religious and cultural factors. Consider contacting religious leaders within the community for support.	
W8	Ensure that staff take regular rest periods.	

Ref	Welfare – recovery	Tick / sign / time
W9	Please refer to appendix 1 for information on welfare arrangements and post incident support after the emergency response.	

.8 Action Card Educational Visit Leader

Ref	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the Head Teacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	

E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: ✦ Contact details ✦ Consent forms (including medical and next-of-kin details) ✦ Maps ✦ Tickets ✦ Insurance policies ✦ Proof of identity ✦ Passports (if abroad).	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the Head Teacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the Head Teacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: ✦ Records of expenditure ✦ Medical certificates / hospital admission forms ✦ Police incident number.	

E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the Head Teacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref	Educational visit leader – recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

Appendix 4 - Welfare & Post Incident Support

Our welfare lead in the event of an incident is: [Hannah Cagney](#)

Ref	Post incident support - assistance for pupils and parents / carers	Tick / sign / time
P1	Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.	
P2	Offer pupils and staff the opportunity for psychological support and counselling. Ensure staff and pupils know that support is available and arrange access to these services as necessary.	
P3	Consider which pupils need to be briefed, how, and by whom.	

P4	Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences.
P5	Consider providing relevant books in the school library.
P6	Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this.
P7	Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.
P8	Be sensitive about the demands practical issues might make on pupils (e.g. deadlines for coursework, imminent exams).
P9	Send a letter to parents / carers with information on: ✦ The nature of the incident ✦ How their child was notified of the incident ✦ Arrangements for support organised by the school ✦ Who to contact if they would like additional support.
P10	Maintain regular contact with parents / carers.
P11	Do not make public any sensitive / confidential information about individuals unless consent has been given by pupils and parents / carers.
P12	Consider organising an event for parents / carers to discuss any issues or concerns they might have.
P13	If pupils who were particularly affected by the incident leave school (e.g. transferring from primary to secondary education) consider, sensitively and confidentially, notifying the Head Teacher of the new school.

Ref'	Post incident support - general actions	Tick / sign / time
P14	Request support from educational professionals trained in psychological debriefing, critical incident stress debriefing, bereavement counselling and trauma management if appropriate.	
P15	Consider requesting support from other organisations. E.g.: ✦ Teacher Support Network ✦ Samaritans ✦ Cruse Bereavement Care.	
P16	Manage any distress that could be caused by ongoing Police enquiries, legal proceedings and media attention.	
P17	Cancel or rearrange any events which are inappropriate.	
P18	Plan appropriate support for staff to enable them to cope with any questions or discussions pupils might have about the incident.	
P19	Ensure that any new roles given to staff do not place too great a burden. Over time, staff may need to be relieved of any additional responsibilities given to them.	
P20	Ensure that new staff are aware of the incident, which pupils were involved and how they were affected.	
P21	Consider any actions which can be taken to support the local community if affected by the incident (e.g. fund raising).	

Ref'	Post incident support - returning after a period of absence	Tick / sign / time
P22	Negotiate with parents / carers a suitable date for returning to school after a period of absence.	

P23	Consider if any additional support could be provided which would make the return easier. E.g.: ✦ Initial part-time attendance ✦ Alternative methods of teaching ✦ A sanctuary that pupils could use if upset during the school day.	
P24	Brief pupils who may be able to help in the process of resettling (e.g. close friends).	
P25	Ensure that all staff are aware of the need for sensitivity. Put in place special arrangements for: ✦ Missed work ✦ Rescheduling projects ✦ Exams.	

Ref'	Post incident support - funeral arrangements	Tick / sign / time
P26	Contact bereaved families to express sympathy on behalf of the school.	
P27	Take account of religious and cultural factors (e.g. some faiths wish to hold funerals within 24 hours of death). Consider contacting religious leaders within the community for support.	
P28	Consult parents / carers sensitively about funeral arrangements. Try to establish if representatives from the school will be invited to the service. It may be useful to consider: ✦ Closing the school on the day of the funeral as a mark of respect ✦ A senior member of staff attending the funeral on behalf of the school ✦ If staff and pupils can be allowed time off school to attend the funeral ✦ Providing transport to take pupils and staff to the funeral ✦ Providing pupils with information about what happens at funerals ✦ Arranging floral tributes and / or donations.	

Ref'	Post incident support – remembrance	Tick / sign / time
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P29	Taking into account the wishes of the family, consider providing a suitable memorial at the school: ✦ Garden ✦ Seating area / bench ✦ Tree ✦ Book of condolence ✦ Fountain ✦ Sculpture ✦ Painting ✦ Photograph ✦ Prize (e.g. a sporting / academic trophy for older children).	
P30	Be aware of important dates which may need to be prepared for. E.g.: ✦ Birthdays ✦ Christmas ✦ Mother's day ✦ Father's day ✦ Anniversary of the event.	
P31	Discuss with governors, staff, parents / carers and pupils how to mark anniversaries and other important dates. E.g.: ✦ Commemorative service ✦ Special assembly ✦ Concert ✦ Display ✦ Sports event.	
P32	Be aware of renewed media interest near anniversaries of the event.	

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Appendix 5 Business Continuity

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	N/A		
Examination papers	Assistant Headteacher Office (KS2 & KS1 SATs, KS1 Phonics)	Pupils missing SAT's results.	Contact National Curriculum Assessment helpline – 0300 3033013
Asset registers / equipment inventories	None – stored electronically	Low risk due to backup of IT systems	
Insurance documentation	None – stored electronically	Low risk due to backup of IT systems	

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	N/A		

-

Contact details	SIMs	Low risk due to backup of IT systems	Backup stored in Safe
Financial information	PSF	Low risk due to backup of system	Online backups
Medical information	SIMs	Low risk due to backup of IT systems	Backup stored in Safe

Remote learning	Notes / instructions
Website / extranet	www.gusfordprimary.net (managed by Headteacher)
Email	Google
Post	Royal Mail

Appendix 6 Site Information

Utility supplies	Location	Notes / instructions
Gas	Shut valve at the end of path near the main entrance. Shut off valve in kitchen	Tool to lift valve cover on path is kept in the boiler room.
Water	Main stopcock in Site Managers front garden near the gate.	
Electricity	Main switch in kitchen store room	
Heating	Boilers located in boiler room	

Internal hazards	Location	Notes / instructions
Asbestos	Boiler room and boiler room in canopy	
Chemical store(s)	Cleaning products, swimming pool chemicals & Paints stored in outside store. Cleaning products stored in cleaning cupboards.	

Pre-designated areas	Location	Notes / instructions
SEMT briefing area	Office Meeting room Chantry High School in event of evacuation/ total loss.	

Media briefing area	Library	
	Chantry High School in event of evacuation / total loss.	

Appendix 7 Evacuation & Relocation Arrangements

Signals	
Signal for fire evacuation	Fire Alarm
Signal for bomb evacuation	Fire Alarm
Signal for all-clear	Headteacher to inform all staff / pupils

Assembly points - fire evacuation	
Fire evacuation assembly point A	Infant playground
Fire evacuation assembly point B	Chantry Academy if offsite Bottom of school field if onsite

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Infant playground
Bomb evacuation assembly point B	Chantry Academy if offsite Bottom of school field if onsite

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school or place of safety).

Pre-identified buddy school / place of safety / rest centre

Name of premise	Chantry Academy
Type of premise	High School
Contact name and details of key holder(s)	Mr Craig D'Cunha / Mr Kevin Nunn
Address	Mallard Way, Ipswich, Suffolk IP2 9LR
Directions / map	
Estimated travel time (walking, with pupils)	10-15 minutes
Estimated travel time (by coach, with pupils)	5 minutes
Capacity	600
Capacity (sleeping)	N/A
Facilities / resources	Classrooms, Halls, Catering
Notes	Contact ahead in the event of evacuation: 01473 687181

Appendix 8 Shelter

Signals	
Signal for shelter	Whistle & Instructions
Signal for all-clear	Headteacher to inform all pupils/staff

Upon hearing the shelter signal, take the action below.

Ref'	Initial response – shelter	Tick / sign / time
S1	Ensure all pupils are inside the school building.	
S2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if appropriate. Dial once for each emergency service that you require.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	Check for missing / injured pupils, staff and visitors.	
S6	Reassure pupils and keep them engaged in an activity or game.	
S7	Notify parents / carers of the situation.	
S8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Appendix 9 Lockdown

Signals	
Signal for lockdown	Internal bell system (continuous bell)
Signal for all-clear	Headteacher to inform all pupils/staff & Internal bell system (3 rings)

Lockdown	
Rooms most suitable for lockdown	Classrooms
Entrance points (e.g. doors, windows) which should be secured	Outer class doors to be locked and all windows to be closed.
Communication arrangements	Two-way radios with Year Leads Mobile phones Email
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response – lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	

L4	Ensure people take action to increase protection from attack: ✦ Block access points (e.g. move furniture to obstruct doorways) ✦ Sit on the floor, under tables or against a wall ✦ Keep out of sight ✦ Draw curtains / blinds ✦ Turn off lights ✦ Stay away from windows and doors.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Appendix 10 - School Closure

Ref	Generic actions - initial response	Tick / sign / time
SC1	Assess the need for closure. Consider whether any mitigation measures are possible, such as: ✦ Partially opening the school to some pupils ✦ Asking a buddy school for assistance ✦ Purchasing infection control supplies (in the event of a public health incident).	
SC2	If necessary, assemble an SEMT.	
SC3	Seek support from ALT (ref A2.4 list) or the LA as appropriate.	

SC4	Ensure that everyone who needs to be aware of the closure is notified, using the most suitable options in appendix 6. It may be appropriate to inform: ✦ Pupils ✦ Parents / carers ✦ Staff ✦ ALT and the local governing body ✦ Local radio stations ✦ The local authority.	
SC5	If the closure takes place during the school day, arrange transport for pupils as necessary.	
SC6	If the closure takes place outside school hours, at least one member of staff should be present at the school entrance at the beginning of the school day, to ensure that any pupils who do arrive are informed of the closure, and to check pupils are able to return home safely.	
SC7	Make alternative arrangements for exams if necessary.	

If the school is likely to be closed for a significant period of time, consider the actions below.

Ref	Generic actions - ongoing response	Tick / sign / time
SC8	Ensure pupils, parents / carers, governors and the media are regularly informed of developments.	
SC9	Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended period of time.	
SC10	Ensure the security of the school premises.	
SC11	Put in place arrangements for remote learning (please see appendix 2).	

Appendix 11 Communications

Designated telephone lines	Contact number	Location of telephone
Incoming calls	01473 682148	School Office
	01473 694421	Headteacher Direct Line
Outgoing calls	01473 682148	Any school phones
	various	Staff Mobile Phones

All relevant parties should be updated at regular intervals on the incident; even if no significant developments have occurred since the last time of contact.

Methods of communication	Notes / instructions
Answer phone	Example of pre-recorded message: 1) CLOSURE: Due to an incident the school is now closed. The latest details are which can be found on our website, www.gusfordprimary.net or check Parentmail 2) TRIP INCIDENT: If you are calling with regards to the XXX trip the latest details are....Further information can be found on www.gusfordprimary.net or check Parentmail for updates. To reset message remotely: a) Dial in to listen to personal greeting – 01473 683148 / 4 b) After the two short beeps, enter password – 1234# c) When service code required, enter 32# d) Record message then enter #9 e) New message has now recorded.
School website / extranet	This can be accessed by Claire Claydon and Kerry Hawes It can be updated remotely Parentmail to be used to text/email all parents/staff
Text messaging system	Text messages can be sent by admin staff.

Local radio stations	• Designated staff member to contact Janie Lee (SCC) to request radio message and/or • Designated staff member to contact the radio station and request radio message.
Telephone tree	Headteacher contacts Headship Team. Headship Team to contact relevant ELT staff. ELT staff will then contact their teams.
Twitter	Headteacher to update Twitter account.
Newsletter	Website and Parentmail will be used for emergency communication. Newsletter to be used to update when necessary.
Email	Via Parentmail to Parents/Carers. Via Google to Staff.

Letter	The newsletter will be used to update parents. Communication role to send letters if necessary.
School notice board	N/A

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

Group	Preferred method of contact	Contact details are available from
Pupils	Via Parents	
Parents / carers	Parentmail, School Website, Twitter	Parentmail
Governors	Email	Google emails
Extended services	Phone & Email	See contact details (A2.3)

Appendix 12 Media Considerations

All media communications will be conducted following advice from ALT's communications advisers.

Our Media lead and Spokesperson for the school is **Carmen Hopkins**

Our Deputy Media lead and Spokesperson is **Kerry Hawes/Claire Claydon**

The room designated for media briefings and press personnel is **Library** Our alternate room is **Chantry Academy designated room**

Templates for press holding and pupil and parent briefings are kept **by Athene (ALT Communications Team)**

The school has agreed the following guidelines in the event of an incident.

- ✦ No member of staff will talk to journalists alone. Rather, they will be accompanied by a colleague who can note what is said.
- ✦ Staff talking to the press will provide nothing more or less than the facts.
- ✦ Staff will provide a prepared statement rather than an interview.
- ✦ A later time to undertake an interview/issue a further statement will be arranged and this will be honoured.
- ✦ Personal information will not be released. ✦ No blame will be apportioned.

Other than the head teacher **and media lead/spokesperson** the rest of the Senior Incident Management Team will not be directly involved in media communications

The school have agreed a template media holding statement, which can be used in the initial stages of an incident. This will be followed up with a more detailed statement as soon as possible.

Additionally, a template briefing for staff and parents has been agreed with staff. Both of these will be amended to suit the situation.

In the event of a major incident the school will hold media briefings in cooperation with external agencies involved to keep the media updated. These briefings will be organised by the Incident Management Team and fronted by the school spokesperson.

Factual news releases may also be issued to support the process of informing members of the public with a direct interest in the incident.

Advice: The reason for the rest of the Incident Management team getting less involved with the media is to ensure that they have time and space to take an overall strategic view of the incident as a whole.

In general, it is useful for the spokesperson to already have a good understanding of the incident and experience dealing with the media. The spokesperson role should be his or her top priority for the duration of the incident. The deputy will also need to be briefed in case the lead is unavailable.

Appendix 13 - Sample Staff and Parent Briefing

Below is a sample staff and parent briefing statement, this should be amended to reflect the type of incident.

You will be aware of the recent incident that has affected our school. We are currently working closely with the Local Authority to ensure that disruption is kept to the minimum possible. However, as you will appreciate, it will be a while before we are back to normal. For the immediate future we have made the following arrangements, which will come into effect from *[INSERT DATE]*.

As from today we will be using *[INSERT LOCATION]* as the school office:

Please note that our contact numbers are:

[INSERT TELEPHONE NUMBER]

[INSERT FAX NUMBER]

You will, no doubt, hear all sorts of information from various sources. Any information not provided by the school or the Local Authority must be treated with considerable caution. We will provide updated information as frequently as possible both via the board at the entrance to the school and a weekly update letter to every family.

Thank you for your support and understanding in what has been a difficult time for all of us.

Yours sincerely,

Head Teacher

Appendix 14 Bomb Threats

+ If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.

-

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

+ Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.

Where is the bomb right now?

What will cause it to explode?

.....

.....

Did dialling 1471 work?

Time the call ended:

.....
will it explode?

.....
Did you place the bomb? If so, why?

When

.....
What does it look like?

.....
What is your name?

.....
What kind of bomb is it?

.....
What is your telephone number?

.....
What is your address?
.....
.....

+ Try dialling 1471. You may get information on where the phone call was made from.

+ Contact the Police (999) and Head Teacher / nominee immediately.

+ Carry out further actions based on Police advice.

What gender was the caller?

✈ Male ✈ Female

Approximately how old was the caller?

Did the caller have an accent?

Did the caller use a codeword?

Did the caller sound familiar?

What sort of voice did the caller have?

-

- ✈ Normal ✈ Well spoken ✈ Impediment
- ✈ Loud ✈ Poorly spoken ✈ Stutter
- ✈ Quiet ✈ Deep ✈ Lisp
- ✈ Whispered ✈ High pitched ✈ Slurred
- ✈ Clear ✈ Hoarse ✈ Other
- ✈ Disguised ✈ Nasal

At what pace did the caller speak?

- ✈ Normal ✈ Quick ✈ Slow

What manner did the caller have?

- | | | | |
|------------|--------------|-------------|----------------|
| ✈ Normal | ✈ Upset | ✈ Irritated | Were there any |
| ✈ Calm | ✈ Angry | ✈ Muddled | |
| ✈ Excited | ✈ Rational | ✈ Other | |
| ✈ Laughing | ✈ Irrational | ✈ | |

distinguishable background noises?

Notes:

Appendix 15 Suspicious Packages

Postal bombs or biological / chemical packages might display any of the following signs:

- ✦ Excessive wrapping
- ✦ Grease marks or oily stains on the envelope / wrapping
- ✦ An unusual odour including (but not restricted to) ammonia, almonds or marzipan

- ✦ Discolouration, crystals or powder-like residue on the envelope / wrapping ✦ Visible wiring / tin foil
- ✦ Heavy weight for the size of the package
- ✦ Uneven weight distribution
- ✦ Too many stamps for the weight of the package
- ✦ Poor hand writing, spelling or typing
- ✦ Delivery by hand from an unknown source
- ✦ Wrongly addressed or come from an unexpected / unusual source
- ✦ No return address or a postmark that does not match the return address.

The likelihood of a school receiving a postal bomb or biological / chemical package is low. However, if you do receive a suspicious package carry out the actions below.

Ref	Initial response - upon receiving a suspicious package	Tick / sign / time
SP1	Remain calm.	
SP2	Put the letter / package down gently and walk away from it: ✦ Do not touch the package further ✦ Do not move it to another location ✦ Do not put the package into anything (including water) ✦ Do not put anything on top of it.	
SP3	Note its exact location.	
SP4	Evacuate the building, keeping people away from the room as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP5	Notify the Police (999) and the Head Teacher / nominated emergency contact immediately.	
SP6	Do not use mobile phones, two-way radios or sound the alarm using the break glass call points.	

If anyone is exposed to a potentially hazardous substance carry out the actions below.

Ref	Initial response - if exposed to a potentially hazardous substance	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others, and available for medical examination. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	

SP8	Ensure that ventilation / air circulation systems in the building have been turned off and that all doors (including internal fire doors) and windows have been closed.	
SP9	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention urgently.	

Appendix 16 - ICT Back Up

It is essential to maintain suitable ICT back up arrangements in order to prepare for, and recover from, any loss of information.

Houng Liew is responsible for regular ICT back ups

Servers are backed up daily. The back-up date is stored in the safe. In the event of total loss, these would be used to restore SIMs and key information.

Paper Records/Exam Papers etc

Some records may still be recorded on paper, including some coursework or written/oral exam papers, SEN files, safeguarding and pupil records.

FET, SENCO's are responsible for maintaining paper records

Pippa Wake is responsible for examination/coursework procedures

SEN records are kept in the SEN office which is locked (with keypad) at all times.

Safeguarding records are kept in a locked cabinet within the FET office. This office is also locked at all times with keypad.

Codes are only known to Site Manager, Headteacher, SEN team and FET.

Notes should be recorded in chronological order.

If you make a mistake, try to overwrite the text - cross it out with a line and start again.

Only include times, initials within the margin.

Handwriting practice lines consisting of 28 horizontal dotted lines.
