



Behaviour Policy

Schedule for Development, Monitoring and Review	
Approved by governors on:	October 2019
Implementation monitored by:	Julie Aquilina
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	October 2020 October 2021
The next review of this policy:	October 2022

EMERGENCY PROCEDURES POLICY (+ COVID-19)




AIMS:

- To ensure the safety of all pupils, staff and visitors should an Evacuation/Invacuation take place in any of the buildings of the Leicester Partnership School.
- To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or when the fire alarm sounds as well clear procedures when an Invacuation is required.

EVACUATION: Occurs when persons leave the immediate area or school premises. Examples of this are Fire, Bomb Threat, and Gas explosion.





INVACUATION: Also known as a Lockdown occurs when circumstances dictate that the safety of staff, pupils and visitors is better ensured inside the building and behind locked doors. In the event of an Invacuation staff and students should remain out of site and away from doors and windows. All persons should seek cover behind furniture or solid walls. An example of this is a chemical spill or weapons crisis.

HAND BELL LOCATIONS

	LOWER SCHOOL MANAGER'S OFFICE
	UPPER SCHOOL MANAGER'S OFFICE
	MAIN RECEPTION / OFFICE

ASSEMBLY POINTS:

The assembly points for each ZONE are as described below:

FIRE ASSEMBLY POINTS		
 Fire Assembly point	ZONE 1 - Admin & Visitors Area	On the Grass Bank Outside the Site [Next to the main sign]
 Fire Assembly point	ZONE 2 BUBBLE A LOWER SCHOOL EDUCATION [CARISBROOKE] CENTRE	The Ball Court
 Fire Assembly point	ZONE 2 BUBBLE B LOWER SCHOOL EDUCATION [CARISBROOKE] CENTRE [including SINGLE STOREY modular building]:	The Grass Area Behind the Adventure Playground
 Fire Assembly point	ZONE 3 UPPER SCHOOL EDUCATION CENTRE [Located in the NEW DOUBLE STOREY modular building]:	The Field [Next to the Outdoor Gymnasium]

Actions – Discovering a Fire:

The LPS has smoke and heat detectors in all Centres although there is no automatic signalling to the emergency services in the case of a fire from the KS4 block.

Anyone discovering a fire or suspects there may be a fire **MUST** raise the appropriate alarm by immediately using the nearest call point (red break glass box). If the alarm sounds at **ANY** time, the building **MUST** be evacuated immediately via the nearest designated Fire Exit.

Fire extinguishers and fire blankets are provided according to law and to European Safety Specification. No-one is to attempt to tackle any fire unless they have received suitable training. Fire safety equipment is inspected on an annual basis by a qualified contractor.

IF IN DOUBT – ALWAYS EVACUATE!!!

Actions – When an invacuation is required:-

Anyone who identifies the need for an invacuation must raise the alarm using their radio. If it is confirmed that an invacuation is required the Lead Manager [or Deputy

Manager in their absence] will sound the alarm by ringing a hand bell. The hand bell must be rung until it is confirmed that all staff, students and visitors have heard the alarm. Hand bells are located in the following places:-

- UPPER SCHOOL MANAGER'S OFFICE
- LOWER SCHOOL MANAGER'S OFFICE
- LOWER SCHOOL MAIN RECEPTION OFFICE

ROLES & RESPONSIBILITIES:

ZONES 1 & 2


EVACUATION PROCEDURE:

LOWER SCHOOL EDUCATION [CARISBROOKE] CENTRE:


[Including the SINGLE STOREY MODULAR BUILDING]:

The Head Teacher has responsibility for all LPS premises, staff, students and visitors, and, as a consequence their welfare and security. The Head Teacher will nominate responsible persons to perform specific tasks to enable compliance with statutory requirements.

The nominated persons are detailed below:-



EMERGENCY EVACUATION PROCEDURE - MAIN CARISBROOKE BUILDING + MATHS & ENGLISH TMB



TYPE OF ALARM = ELECTRONIC BELL		
MAIN DUTIES	JOB TITLE	RESPONSIBLE STAFF
LEAD MANAGER	SENIOR MANAGER 1	HILROY THOMAS
CONFIRM THAT EVACUATION IS REQUIRED & CALL EMERGENCY SERVICES ON 999	SENIOR MANAGER 1	HILROY THOMAS
DEPUTY MANAGER	SENIOR MANAGER 2	TOM LINEY
UNLOCK EXTERNAL GATES	PREMISES OFFICER[S]	TREVOR BROWN / TANU MISTRY
RADIO STAFF IN NEW MOBILE & TELL THEM TO EVACUATE THE BUILDING	SENIOR MANAGER 2	TOM LINEY & ALL STAFF
GO TO ASSEMBLY POINT[S] TO GREET STAFF & STUDENTS	SENIOR MANAGERS 1 & 2 & SLT	SLT – ZONE 1 ,HILROY THOMAS – BUBBLE A TOM LINEY – BUBBLE B
STAFF TO ACCOUNT FOR PUPILS AS REGISTERS CANNOT BE TAKEN TO ASSEMBLY POINT[S]	TEACHERS/LEAD PRACTITIONERS	TEACHERS/LEAD PRACTITIONERS
GET TUTOR GROUPS TOGETHER & TAKE REGISTERS	GROUP TUTORS	ALL TUTORS
TAKE STAFF & VISITORS' REGISTER USING MOBILE INVENTORY APP	BUSINESS MANAGER	JULIE AQUILINA/SUNI SUCHAK/ HILROY THOMAS/TOM LINEY
CHECK THAT NOBODY IS LEFT IN THE BUILDING EG TOILETS, VACANT CLASSROOMS ETC	FIRE MARSHALS	FIRE MARSHALS


DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO BY THE LEAD MANAGER

Any staff or pupils not in class at the time of the fire alarm and evacuation will leave the building by the nearest and safest exit and make their way to the Fire Assembly Point.

FIRE MARSHALS

The following staff are designated as "Fire Marshals" it is their responsibility to check an area of the building to make sure that nobody has been left in the building. Each

Fire Marshal has an area of the building that they are responsible for checking. Fire Marshals and their areas of responsibility are detailed in the table below:-

<div> <div>LOWER SCHOOL</div> <div>  </div> <div>FIRE MARSHALS</div> </div>	
NAME	AREA(S) OF RESPONSIBILITY
SUNI SUSHAK/LAURA HUNT	ZONE 1 STAFF ROOM, RECEPTION, OFFICES & TOILETS
ANDY BUCKLE / JOSEPH QUILTY	ZONE 2 STAFFROOM, CHANGING ROOMS & TOILETS, 1:1 ROOM & ICT TECHNICIANS' WORK ROOM & FIRST AID ROOM
VISHAAL BHATT / KAY MANN-KIER / DENISE NESTOR	ZONE 2 CLASSROOMS – ICT, ART, COOKING, SCIENCE, REWARD ROOMS, REFLECTION ROOMS & TOILETS

Trevor Brown/Tanu Mistry will meet the fire brigade as they arrive on site and inform them with as much information as to the location and situation of the fire and of any unaccounted people. They will give the fire brigade a plan of the building showing any hazards they may come across.

ZONES 1 & 2

INVACUATION PROCEDURE:

Upon notification of an Invacuation (Long continuous ringing of handbell and notification on staff radios)

General Guidance (To be applied when an invacuation is required)

- On hearing the bell everyone must stay in the building.
- The bell indicates that there is a potentially threatening situation somewhere on the site.
- Where possible close/lock all exterior doors and windows and ensure everyone is out of sight of the windows.
- Teacher/Class Lead to calm students and have them sit on the floor.
- All Teachers / Class Leads to undertake roll call of their class.
- Staff to check toilets / communal areas and escort students to nearest classroom.
- If students are not with a member of staff when the bell rings they should move to the nearest classroom where there is a member of staff present.
- Staff and Students remain in their location until staff radios confirm that all is clear.
- Then evacuation procedures will commence to ensure that everyone is present and accounted for at the assembly point (if deemed necessary to evacuate the site).


The nominated persons are as detailed below:-

EMERGENCY INVACUATION PROCEDURE - MAIN CARISBROOKE BUILDING + MATHS & ENGLISH TMB		
TYPE OF ALARM = HAND BELL		
MAIN DUTIES	JOB TITLE	RESPONSIBLE STAFF
LEAD MANAGER	SENIOR MANAGER 1	HILROY THOMAS
CONFIRM THAT INVACUATION IS REQUIRED & CALL EMERGENCY SERVICES ON 999	SENIOR MANAGER 1	HILROY THOMAS
RING HAND BELL TO INITIATE INVACUATION	SENIOR MANAGER 2	TOM LINEY
RADIO STAFF IN NEW MOBILE & TELL THEM TO INVACUATE	SENIOR MANAGER 2	TOM LINEY & ALL STAFF
GO TO CLASSROOMS TO GREET STUDENTS	ALL STAFF	GROUP TUTORS
STAFF TO ACCOUNT FOR PUPILS AS REGISTERS CANNOT BE TAKEN TO CLASSROOMS	TEACHERS/LEAD PRACTITIONERS	TEACHERS/LEAD PRACTITIONERS
GET TUTOR GROUPS TOGETHER & TAKE REGISTERS	GROUP TUTORS	ALL TUTORS
TAKE STAFF & VISITORS' REGISTER USING MOBILE INVENTORY APP	BUSINESS MANAGER	JULIE AQUILINA / SUNI SUCHAK HILROY THOMAS / TOM LINEY
MAKE SURE ALL STAFF & STUDENTS ARE INSIDE BUILDING & AWAY FROM DANGER	PREMISES OFFICER[S] & ALL STAFF	TREVOR BROWN / TANU MISTRY & ALL STAFF
DO NOT LEAVE THE BUILDING UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO BY THE LEAD MANAGER		

ZONE 3

UPPER SCHOOL EDUCATION CENTRE **[LOCATED IN THE NEW DOUBLE STOREY MODULAR BUILDING]:**


The Head Teacher has responsibility for all LPS premises, staff, students and visitors, and, as a consequence their welfare and security. The Head Teacher will nominate responsible persons to perform specific tasks to enable compliance with statutory requirements. The nominated persons are detailed below:-

EMERGENCY EVACUATION PROCEDURE - UPPER SCHOOL TMB			
TYPE OF ALARM = ELECTRONIC BELL			
 FIRE ALARM	MAIN DUTIES	JOB TITLE	RESPONSIBLE STAFF
	LEAD MANAGER	ASSISTANT HEAD OF SCHOOL	ANDREW BARRETT
	CONFIRM THAT EVACUATION IS REQUIRED & CALL EMERGENCY SERVICES ON 999	ASSISTANT HEAD OF SCHOOL	ANDREW BARRETT
	DEPUTY MANAGER	SENIOR MANAGER 1	HILROY THOMAS
	UNLOCK EXTERNAL GATES	PREMISES OFFICER[S]	TREVOR BROWN / TANU MISTRY
	RADIO STAFF IN LOWER SCHOOL & TELL THEM TO EVACUATE THE BUILDING	ASSISTANT HEAD OF SCHOOL	ANDREW BARRETT / ANIL SHAH
	GO TO ASSEMBLY POINT[S] TO GREET STAFF & STUDENTS	ASSISTANT HEAD OF SCHOOL & SENIOR MANAGER 1	ANDREW BARRETT & HILROY THOMAS
	STAFF TO ACCOUNT FOR PUPILS AS REGISTERS CANNOT BE TAKEN TO ASSEMBLY POINT[S]	LEAD PRACTITIONERS	LEAD PRACTITIONERS
	GET TUTOR GROUPS TOGETHER & TAKE REGISTERS	GROUP TUTORS	ALL TUTORS
	TAKE STAFF & VISITORS' REGISTER USING MOBILE INVENTORY APP	BUSINESS MANAGER	JULIE AQUILINA/SUNI SUCHAK ANDREW BARRETT/ANIL SHAH
	CHECK THAT NOBODY IS LEFT IN THE BUILDING EG TOILETS, VACANT CLASSROOMS ETC	FIRE MARSHALS	FIRE MARSHALS
DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO BY THE LEAD MANAGER			

Any staff or pupils not in class at the time of the fire alarm and evacuation will leave the building by the nearest and safest exit and make their way to the Fire Assembly Point.

FIRE MARSHALS

The following staff are designated as "Fire Marshals" it is their responsibility to check an area of the building to make sure that nobody has been left in the building. Each Fire Marshal has an area of the building that they are responsible for checking. Fire Marshals and their areas of responsibility are detailed in the table below:-

UPPER SCHOOL		FIRE MARSHALS	
			
NAME		AREA(S) OF RESPONSIBILITY	
ANITA TRIBHOVAN / SAJJAD AHMED		FIRST FLOOR – 1:1 ROOM, STAFF OFFICES, REC ROOM, STAIRS & TOILETS	
DINA GODHANIA / RICHARD GROSS / DAVID BOTT		GROUND FLOOR – CLASSROOMS, REFLECTION ROOMS, STAIRS & TOILETS	

Trevor Brown / Tanu Mistry will meet the fire brigade as they arrive on site and inform them with as much information as to the location and situation of the fire and of any unaccounted people. They will give the fire brigade a plan of the building showing any hazards they may come across.

INVACUATION PROCEDURE:

Upon notification of an Invacuation (Long continuous ringing of hand bell and notification on staff radios)

Also:- Refer to general invacuation guidance (Page 3)

The nominated persons are detailed below:-

EMERGENCY INVACUATION PROCEDURE - UPPER SCHOOL TMB		
TYPE OF ALARM = HAND BELL		
MAIN DUTIES	JOB TITLE	RESPONSIBLE STAFF
LEAD MANAGER	ASSISTANT HED OF SCHOOL	ANDREW BARRETT
CONFIRM THAT EVAUATION IS REQUIRED & CALL EMERGENCY SERVICES ON 999	ASSISTANT HEAD OF SCHOOL	ANDREW BARRETT
RING HAND BELL TO INITIATE INVACUATION	ASSISTANT HEAD OF SCHOOL	ANDREW BARRETT
RADIO STAFF IN LOWER SCHOOL & TELL THEM TO INVACUATE	ASSISTANT HEAD OF SCHOOL	ANDREW BARRETT & ALL STAFF
GO TO CLASSROOMS TO GREET STUDENTS	ALL STAFF	GROUP TUTORS
STAFF TO ACCOUNT FOR PUPILS AS REGISTERS CANNOT BE TAKEN TO CLASSROOMS	TEACHERS/LEAD PRACTITIONERS	TEACHERS/LEAD PRACTITIONERS
GET TUTOR GROUPS TOGETHER & TAKE REGISTERS	GROUP TUTORS	ALL TUTORS
TAKE STAFF & VISTORS' REGISTER USING MOBILE INVENTORY APP	BUSINESS MANAGER	ANDREW BARRETT/ANIL SHAH
MAKE SURE ALL STAFF & STUDENTS ARE INSIDE BUILDING & AWAY FROM DANGER	PREMISES OFFICER[S] & ALL STAFF	TREVOR BROWN / TANU MISTRY & ALL STAFF
DO NOT LEAVE THE BUILDING UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO BY THE LEAD MANAGER		

General Information:

In case of an evacuation, all users must leave the building via the **CLOSEST AVAILABLE DESIGNATED FIRE EXIT**. Personal belongings must be left in the building and no-one is to remain in the building or return to the building to collect personal affects or search for missing people.

Persons deemed as having a physical impairment or disability must be given priority to exit as well to be supported by a member of staff to ensure their exit from the building is safe and properly managed.

DO NOT RUN

All staff, students, visitors and contractors must comply with these instructions and are expected to follow all directives from the Site Manager and Senior staff.

All groups using the building must be made aware of the Emergency Procedures Plan as well as the location of all exit routes.

Fire Exits:

All the fire exits within the buildings that make up the LEICESTER PARTNERSHIP SCHOOL are clearly marked. **AT NO TIME MUST THESE DOORS OR THE ACCESS AREAS AROUND THEM BE HINDERED BY ANY OBSTACLES**

Classrooms:

Entrances into the classrooms must be kept clear of all obstructions. Classrooms must be kept tidy at ALL times. Flammable material must be kept away from all

heaters and lighting. Litter is to be disposed of in the bins provided. It is the responsibility of the classroom Lead to ensure that bins are emptied as soon as possible.

Smoking/vaping is **NOT** permitted at any time on the school premises / grounds

Examination Procedures:

The Examination officer shall be responsible for the safe evacuation of students and staff in addition to maintaining the relevant procedures relating to the safety and security of examination papers and materials.

Out of term use:

All visitors / contractors to sign in and out when on site.

Premises officer responsible for contacting the fire brigade, taking out the contractors book and managing the fire evacuation.