

## **West Heselton CE Primary School Stay Safe Procedure**

### **Partial Stay Safe Situation**

Alert to staff: 'Partial Stay Safe'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate action:**

- The school bell or a whistle will be sounded by a senior member of staff or somebody nominated to do this on their behalf. – a broken ring which will continue. Emergency services will be called if necessary.
- Staff to alert anyone working outside.
- If outside at play, everyone to assemble in the hall. If in lesson time, Badger Wood staff and pupils to assemble in their classroom, all others in the hall. If in the main building when the alarm is sounded, assemble in the main hall.
- All outside activity must cease immediately, pupils and staff return to the buildings.
- All staff and pupils to remain in building and external doors and windows locked.
- Free movement may be permitted within and between the buildings dependent upon circumstances.
- Teaching staff to carry out immediate risk assessment of their classroom and organise a calm, quiet activity for children. (Badgers in hall if deemed appropriate.)
- Any staff who hear the stay safe alarm when approaching the building (ie staff returning from lunch/arriving during the school day) should remain outside the school boundary and await instruction from the emergency services.
- Gates should remain closed and should be checked if safe to do so.

All situations are different, once all staff and pupils are safely inside, staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial Stay Safe' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents and roof lights should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Full Stay Safe situation**

Alert to staff: 'Full Stay Safe'

This signifies an immediate threat to the school and may be an escalation of a partial stay safe.

#### **Immediate action:**

As above and:

- Windows locked, blinds drawn, pupils sit quietly in a secure place, out of sight if possible (e.g. under desk or around a corner)
- Register taken

Staff and pupils remain in this mode until it has been lifted by a member of staff / emergency services. At any point during the stay safe mode, the fire alarm may sound which is a cue to evacuate the building.

During this mode, staff will keep communication open but not make unnecessary calls to the school office as this could delay more important communication.

**Please note – during this time, it is strictly prohibited for staff to make any attempt to make phone calls/communicate outside of the school.** Calls should only be made under instruction from the emergency services/ member of staff in charge.

## **Communication between parents and the school**

School stay safe procedures, especially arrangements for communicating with parents, will be routinely shared with parents by newsletter and via the school website.

In the event of a Stay Safe event, information regarding the incident will be communicated to parents as soon as is practicable within the confines of advice from the emergency services. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come and get their children, and where from

The communication with parents will take into account reassuring parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done and may include the following:

"...the school is in a full stay safe situation.

During this period the phone will be used for emergency purposes only and entrances will be unmanned, external doors locked and nobody allowed in or out..."

If the alarm sounds during break/lunchtime/any other outdoor activity, then all staff and children will proceed to the main building and join the rest of their year group.

## **Lunchtime Procedures**

In the event of a stay safe event during the lunch break, children should proceed to the hall to be registered and any teachers/teaching assistants who are in the building return to the hall to take charge.

## **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regards to the timing of communication to parents.

In the event of a prolonged stay safe event or more severe scenario, North Yorkshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

## **De-Brief**

Following any stay safe procedure (practice or otherwise) there will be debrief which all staff are requested to attend. Information will be shared with parents and children as appropriate. In the event that this is not possible, please ensure any comments are with the Headteacher/senior member of staff by the end of the same working day.

**Reviewed:** Spring 2023 by staff

**Date of next review:** Summer 2023 by FGB and every 3 years or after changes are identified after a drill or these procedures are implemented in response to an issue arising.