

FURROWFIELD SCHOOL

Business Continuity Plan

(Major incident Kit)



2022

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<u>Contents</u>	<u>Page</u>
Introduction	3
Aims	3
The Right Response and Impact upon the School	3
Intruders on the School Premises	4
Contacting the Emergency Services	5
Trespass, Nuisance or Disturbance on School Premises	6
Keeping Staff Safe	7
Premises, Emergencies and Adverse Weather	8
Death of a Pupil or Staff Member	13
Tragedy during a School Trip	13
Infectious Diseases in School	14
Coping with a Crisis in School	16
Use of Schools in Civil Emergencies	18
Telephone Cascade System	18
Major Incident Response Team and Duties	20
Staff, Parent, Pupil and Governor Contacts	21
LA and Other Official Contacts	22
Infection Control Information and Good Housekeeping	23
Immediate Incident checklist	27

Introduction

This Policy has been written specifically for Furrowfield School and covers risks and eventualities that may well be experienced in our locality.

Aims

The aim of this Policy is to ensure that all staff and governors are equipped with a full and concise working document to deal with any crisis that affects the school, its staff or pupils. These incidents may range from a flooded classroom; a water leak; loss of all computer data to the death of a pupil or member of staff; tragic accident during a school trip or other off-site visit.

All senior members of staff and governors must be clear about their responsibilities and duties at such a time and should be able to use this document to easily identify who should be contacted and how, in a number of different scenarios.

It is the responsibility of the Senior Leadership Team to ensure that the contact lists held within this document are kept up to date and it is the responsibility of all holders of this document to ensure that they keep the personal information that it contains as confidential.

The Right Response

Taking the correct course of action in response to incidents or threats involving school staff, pupils or property may determine whether there is a further incident, whether the school will receive the available support at the right level and in some cases whether justice is served. The proper response will minimise the distraction, allowing the school to get on with their real business. In addition to dealing with individual incidents, the proper response may involve the investment of staff time and resources in recording, analysing and taking preventative measures against future incidents.

The Impact on the School

The impact of incidents will vary depending upon the circumstances and size of the school. Plans should be in place to cover all eventualities while making a subjective judgement on the level of support needed and the impact upon the school.

Intruders on School Premises

Consultations between staff, governors and parents in the past have indicated that no-one wishes the school to be turned into a fortress. Furrowfield School has always maintained an “Open Door” Policy for parents and visitors alike but this must be balanced against the likelihood of serious threats to staff and pupils in schools.

These threats may take the form of –

- Theft of equipment and/or personal belongings of either staff or pupils
- Vandalism of equipment and/or premises
- Violent pupils threatening either fellow pupils and/or staff
- Violent parents threatening either pupils and/or staff
- Unknown intruder threatening either pupils and/or staff

Visitors

All visitors are requested to enter via the school main door, report to the main office and sign the visitors’ book. This process also ensures visitors’ safety if a fire evacuation or drill should take place during their visit. Staff are requested to record any visits in the main school diary in the reception office. Visitors should (if at all possible) be met and escorted to their destination by the relevant member of staff.

All staff should feel confident in issuing a polite challenge to any visitors; “Can I help you?” or “Are you lost?” will cover most situations. If any member of staff or pupil feels uneasy about the presence of behaviour of any visitor they should report their concerns immediately to the Head Teacher or a member of the Senior Leadership Team, asking the visitor to accompany them to the office. Any serious concerns or threats should follow the procedures below.

Assess the Risk

Try to categorise the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motivation or background, will be of help for the school and possibly the emergency services should they become involved.

- Walk in opportunist thief
- Former pupils
- Parents
- Non-custodial parent seeking access to children or seeking to remove children from school
- Armed intruder (please see our Terrorism Policy)
- Unknown quantity

Look out for people who are not staff but appear to have authority to be there. Wearing a suit, carrying a clipboard or wearing overalls are all good cover for a sneak thief.

Challenging the Intruder

- Do not stand too close or invade personal space, this could trigger violent confrontation
- Avoid an aggressive stance such as finger wagging or folded arms
- Be polite. Stay calm; speak gently, slowly and clearly
- Explain your authority to challenge them if it is questioned
- Always tell another person when going to speak to possible intruders
- Avoid arguments.
- Never place your hand on a potentially aggressive intruder
- Do not turn your back, and if you leave the room, do so backwards
- Try to leave yourself an escape route which you have planned on entry to the area
- Be on the look out for weapons
- If there is more than one intruder, do not confront them on your own, seek support first or enlist the help of the police
- If you do not feel sufficiently confident to challenge an intruder, do not do it. Seek help; no-one will think any less of you

Contacting the Emergency Services

Whilst we have a good working relationship with the local police the emergency number should always be used in the following circumstances –

- There is any danger to life
- Actual or expected threat of violence
- Threat of damage to property
- A crime is in progress
- A further crime may occur
- There is any other incident which in your judgement requires an immediate response

Emergency Communication

In order to reach a decision on how to deal with an intruder, you may need to contact another member of staff quickly without the intruder knowing your intention. You may also need a way of summoning help, such as calling the police.

Staff should use their radio to summon another member of staff calmly and professionally.

During the Event

If there is any question of a risk to pupils and/or staff, evacuate the school using normal fire evacuation procedures.

There may be situations where evacuation would increase the risk or exacerbate a sensitive situation (see Terrorism policy).

Circumstances will dictate the action to be taken and either the Head Teacher or individual members of staff will have to take the responsibility of making a judgement as to the right course of action. If there is a physical threat to staff or pupils always call the police using 999 or see the School for Bomb and Terror Threats.

Nobody should attempt, or feel that they are expected, to “have a go” if there is any question of their being at risk of injury as a result. If there is a risk of equipment being stolen it is better to lose such equipment rather than risk a violent incident. Similarly, if there is a risk of assault, an intruder could claim you used unreasonable or unjustified force on them.

Avoid direct confrontation until the police arrive. Where staff or pupils are not in immediate danger from an intruder, try to keep track of their movements and inform the police of their whereabouts when they arrive.

In the case of attempted abduction or direct physical threat to a pupil you will be required to make an immediate judgement. Consider –

- Will the victim be in greater danger or lesser danger if the intruder is confronted?
- Is it possible to speak to and reason with the intruder?
- Is the intruder known to you and the pupil?
- Do you have any knowledge of the victim or intruder that may assist your judgement?

It is not reasonable to suggest that the Head Teacher or other staff can do more than follow their own assessment of the situation and act accordingly. The only principles which must be followed are to take the course of action which you believe presents the least risk to the child and school staff, and summon the police as soon as possible.

After the Event

Any violent incident that takes place in a school must be reported to the Health and Safety Team by using the HS20 form. All relevant documentation can be found on the Gateshead Council database. (Report of an accident, violent incident, disease or ill-health at work) must always be completed and the original sent to the Health and Safety Team at Gateshead Civic Centre.

It is possible that staff or pupils may be traumatised by intruder incidents, even if they do not display immediate signs of trauma or disturbance. It may be appropriate to arrange counselling. There may also be an ongoing need for psychological support and guidance to help the school community come to terms with the incident. For information and advice about on-going support, contact the Health and Safety Team at Gateshead Civic Centre, 0191 4332236.

If the intruder has left the premises and may pose a threat to other schools, contact should be made with the local schools in the vicinity via any emergency telephone cascade system in operation.

It may be appropriate for the Head Teacher or Chair of Governors to brief Officers from the Children’s Services Directorate about the incident, particularly if there is any media interest. No other member of staff or governor should speak to the press or broadcast media without first consulting Children’s Services. The first point of contact for such issues should be the Health and Safety Team 0191 4332236.

Trespass, Nuisance or Disturbance on School Premises

Although trespass is not a criminal offence, the Head Teacher/ may order any unwelcome or unauthorised visitors off the school premises. This right is extended by Section 547 of the Education Act 1996. Section 547 makes it a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the lawful users are present at the time and to all school buildings, playgrounds, playing fields and other areas for outdoor recreation.

The penalty for a person convicted of the offence is a fine of up to £500.

Exercise of Section 547 & Police Involvement

The Head Teacher/ can ask unauthorised persons to leave, but only a Police Officer can remove a person from the school premises provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547.

On no account should staff attempt to remove physically from the premises a person who may be committing an offence. If a person will not comply with an instruction to leave the premises, or if in the view of the authorised person an instruction or confrontation might inflame the situation and put them or others at risk then police assistance should be summoned by dialling 999.

Problems not requiring an immediate police response should be dealt with by contacting the police by dialling 101. If there is prior knowledge of the likelihood of trouble on educational premises, the police should be contacted in advance using the above telephone number. **If there is any question of immediate risk to staff, pupils or others or damage to property, a 999 call should be made.**

Less Serious Cases

In less serious cases of nuisance or disturbance (e.g. persons allowing dogs to foul playing fields, parents persistently smoking on school premises etc.); the following steps should be taken by the authorised members of staff –

- a) Warn the person concerned of the sanctions that Section 547 provides. Ask the person to refrain from committing an offence and/or ask them to leave the premises. Ask them for their name and address.
- b) In cases of persistent offences or if the offender takes no notice of a warning given as above, inform the offender that he/she may be prosecuted; ask for the offenders name and address; make a written report of the incident immediately after and in as much details as possible, including any remarks made by the offender. Take a separate statement from any witnesses to the incident.

It is emphasised that if at any stage of this process an authorised person believes that they or others may be at risk; they should withdraw and summon police help by dialling 999.

Record Keeping & Warning Letters

The Head Teacher/ should ensure that a detailed record is kept of any incidents. In more serious cases or with persistent offenders, Legal Services and the Health & Safety Team should be informed.

The relevant processes will then be followed and legal proceedings considered.

It is understood that schools may have difficulty in the heat of the moment in deciding whether an incident is likely to have serious consequences, presenting danger to people or a threat to property.

Keeping Staff Safe

Violence or the threat of violence towards school staff is still comparatively rare. Nonetheless, it is advisable to consider the circumstances in which violence or threat might occur and the precautions which can be taken to minimise risk. (Please see the school terrorism policy).

Be Aware of Your Own Behaviour

Violent confrontation may occur as a result of inappropriate behaviour by school staff. Whilst there is no excuse for violence, all staff should ensure that their own behaviour is assertive but controlled and reasonable.

Be Prepared

Staff may know in advance that a meeting is likely to be difficult and that certain parents are prone to over-react, or that they will strongly disagree with a school action or decision. If staff think these circumstances may apply, seek the advice of either the Head Teacher/ or a member of the Senior Leadership Team and ensure that a colleague is present throughout any such meeting.

Drink, Drugs & Stress

If it is apparent that someone you are meeting has been drinking, or if there is a suspicion that they may be under the influence of drugs, all staff should be very cautious. If it is possible to withdraw from the situation to enlist assistance then do so. People suffering from stress or over-tiredness may also be more prone to commit acts of violence.

Be Aware of Your Surroundings

Ensure you are aware of the following –

- If in an office or classroom, how could you get help if it was needed?
- Do you have an escape route?
- Always position yourself between the person you are meeting and the door
- Do not turn your back, and if leaving the room, do so backwards
- If possible, remain behind a barrier such as a desk
- Avoid potentially dangerous locations such as the tops of stairs, restricted spaces and areas where there is equipment which could be used as a weapon
- Is there another member of staff within earshot?

Try to Remain Calm

In a confrontational situation, try to gently persuade the aggressor to back down or compromise and –

- Keep calm, speaking gently, slowly and clearly
- Do not show aggression in response to aggression
- Do not argue
- Do not invade personal space by standing too close
- Avoid wagging your finger or folding your arms
- Never place your hand on an aggressive person
- Be aware of the person's movements and body actions which might signal that it is time to withdraw from the situation/seek help

Staff Working Alone

If a member of staff is working outside school hours at the school or is working alone they should: -

- Consider whether it is really necessary to work alone.
- Ensure that the building is secure and that no other person can enter without their knowledge
- Notify someone of their whereabouts and agree with them a system of checking on their safety at regular intervals
- Consider how they would summon help and who they would contact
- Consider the use of personal alarms and mobile telephones

Fight or Flight?

If the options in a violent situation are to fight or move away, move away. Exceptions might be where there is a direct threat to a pupil or pupils, or the violence is offered by a pupil who may injure themselves. Although each situation will be unique and will require unique judgement, staff should discuss possible reactions to such situations.

Assaults on School Staff

Staff should bear in mind the following key points –

- Violence does not only include physical assault but also distressing or intimidating verbal aggressions. Incidents arising from racial, sexual or religious harassment are also included. Intimidating behaviour can also include malicious damage to property, rude gestures and innuendo
- All violent incidents, including threat and abuse from whatever source (e.g. intruders, parents, other employees, pupils, etc) must be recorded and reported to the Health and Safety Team at the Civic Centre (0191 4332236)
- People will have differing reactions to violence, threats and abuse and differing perceptions of what constitutes such behaviour. All staff should bear in mind that what might seem trivial to one person may cause another substantial distress
- Report any violent incident to the Head Teacher/ as soon as possible however minor it might seem
- Staff present at a violent incident should act to prevent further violence but must be mindful of the potential risk to themselves. If possible, try to verbally remove the assailant from the scene or move the assaulted person to a safe place
- The Head Teacher/ should interview the victim and any witnesses as soon as possible and obtain written statements. If the police have been involved, no investigation or interviews should be undertaken prior to their arrival
- Requests by the employee for legal advice should be referred to Legal Services immediately
- If an employee is injured they should obtain a medical statement about their injuries
- Any serious assault should normally be reported to the police but Head Teacher/s should be mindful of the wishes of the employee
- Counselling support is available for employees and may be appropriate following a violent incident

Premises Emergencies & Adverse Weather Conditions

Premises emergencies may come under a number of areas –

- 1) Fire
- 2) Damage to buildings
- 3) Loss of power and/or heating
- 4) Loss of water and/or drainage
- 5) Computer failure
- 6) Adverse weather conditions

All decisions to close the school premises for whatever reason should be notified to the Chair of Governors, then the Director of Education and then the Schools Communication Team (contact numbers on page 22). Local radio stations will be then notified centrally. See Appendix for Out of Hours Emergency Numbers. **Wherever possible, information relating to the closure should be recorded on the school's answerphone system, remembering to change the message if details of the re-opening change.**

The aim of this plan is to minimise delay in returning to normal thus enabling the school to continue to deliver the service it provides with as little disruption as possible.

The first response following a crisis will involve a quorum of the SLT meeting together to decide on immediate courses of action necessary to ensure the safety of staff and pupils and property including buildings and office equipment which might be salvageable. Where the crisis involves damage to property, the School's Insurance Company must be informed immediately and certainly prior to any attempt to salvage the situation begins.

Additional duties and responsibilities may need to be undertaken by some members of staff in times of crisis in order that a return to a normal state of working may be expedited for the school as a whole. The school must accept that in order to continue to work as a team, it may be necessary to work in an environment that is

unfamiliar and possibly inconvenient from a communications point of view as there are few sites nearby which could accommodate all staff and pupils. The length of time in achieving this will be determined by the extent of the damage to the building.

Action Check List

1. Establish extent of damage
 - Accommodation
 - Documentation
 - Information Communication Technology
 - Staff injuries

2. Alternative Accommodation
 - Not ascertainable but beyond day 1
 - Likely to be less than 5 days
 - More than 5 days but not total
 - Total loss

3. Fireproof filing cabinets/ICT back-up
 - List of locations
 - List of contents
 - Recovery procedures

The following systems will be needed to facilitate best possible operation during any major emergency: -

- Microsoft Outlook – electronic mail
- SIMS – School Information Management System
- Generic software systems – word, excel, etc
- CPOMS
- All personal computer information which is backed up regularly with a copy kept off site to be recovered (all IT stored on civic Centre central IT systems and backed up by ICT)

The following essential equipment to continue service delivery:

- Telephone
- Answer machine
- Facsimile machine
- Computers ultimately to match inventory
- Internet access
- Printers ultimately to match inventory
- Photocopier
- Paper, envelopes, exercise books,
- Desks and chairs
- Filing cupboards

Fire

In line with the Fire Evacuation Plan all pupils should be evacuated in the event of the fire alarm sounding or the detection of any fire or smoke in the building.

- In the event of fire or threat of fire staff should move all pupils to the safety of the playground
- Those staff and pupils in Crossfield House should muster in the car park at the Front of Crossfield House as per the fire evacuation procedures
- Any adult support should stay with the class they are with
- All staff should attempt to take a mobile telephone with them, but only if it is safe and quick to locate

- The School Admin Team is responsible for collecting all registers, visitors' book and pupil contact file on evacuating the building but only if safe to do so. The office is a risk area for fire because of the amount of electrical equipment held. On no account should any staff member enter this area unless it is safe to do so
- Teachers or teaching assistant's are responsible for checking any toilet/cloakroom area on their way out of the building
- The last member of staff out of an area is responsible for closing any fire doors and fire wardens will also check this during their sweep of their designated area
- Registers should be checked by individual teachers and the visitors book should be checked and any missing pupils or adults reported to the Head Teacher/ or Senior Leaders immediately. On no account should anyone go back into the building
- If necessary, the emergency services should be contacted by mobile telephone. Use or raise the alarm with any of the neighbouring houses
- If fire is actually present and the SLT feel it is necessary, contact should be made with the Governing Body
 - Chair of Governors
 - Vice Chair of Governors

And they should be asked to bring their copy of Business Continuity Plan, which will include a full address and contact list of all pupils

- If necessary SLT will advise staff members to make contact with pupils' parents to arrange collection. A full contact list is held in the contacts file which should be taken out with registers. Address lists are also held in individual class registers
- Contact should be made with Local Environmental Services (Facilities Management) on 0191 0191 4337333 after the emergency services have been summoned
- Staff should make every effort to contact parents as soon as possible to ensure the safe delivery of pupils to their homes. If parents cannot be contacted immediately, pupils must remain with the school staff. Under no circumstances should pupils be allowed to leave the premises with anyone other than their parent/carer unless prior consent of that parent/carer has been sought
- Only the Head Teacher/, Chair of Governors or LA staff should deal with the media
- The Head Teacher/ should make the necessary arrangements as soon as possible to post notices on school gates and contact local radio etc. with progress reports
- School answerphone should be used if possible to relay current information. Remember to update such information as it changes

Damage to Buildings

- Procedures should be followed as above.

Loss of Power and/or Heating

The effects of loss of power to the school will depend much on the time of year. The summer months should not provide too much of a problem but the lack of electricity/gas during the winter months could mean the school becomes too dark and too cold for staff or pupils to work properly. In addition, loss of power will inevitably disrupt the ability to prepare meals where the school has a production kitchen.

- It is the Head Teacher/'s (or Deputy Head Teacher/ in her absence) responsibility to make the decision about whether the pupils need to be sent home and to contact parents/carers
- If transport is required earlier than usual, contact must be made with The Schools Transport Team on 0191 44337473, where arrangements will be made
- The administrator or Head Teacher/ should make every effort to report the loss of power to the electricity board
- If the power/gas failure continues for more than a day contact should be made with Building Maintenance (0191 0191 4337333)

If the production kitchen prepares meals for those other than the school's own pupils, early communication with the catering provider is required in order that alternative arrangements can be made (LA Catering Team Tel: 0191 4335513 or 0191 4335516)

Loss of Water and/or Drainage

The loss of water to school premises can pose serious Health & Safety problems including the inability to flush toilets and wash hands for both pupils and staff, as well as the lack of water for any food preparation activities.

- All senior staff must be aware of, and have access to, the mains water cut-off tap
- The Head Teacher/ and/or site manager should firstly try to establish the reason for lack of water or drainage, e.g. check for burst water pipes, overflowing drains
- If a water leak is established, notify the Site Maintenance Manager and Building Maintenance should be contacted immediately by telephoning 0191 0191 4337333
- If blocked drains are found and the Site Maintenance Manager is unable to remedy the situation, contact should be made with Building Maintenance on 0191 0191 4337333 for immediate attention
- The Head Teacher/ is responsible for making any necessary decision about vacating the school premises and whether that action is necessary

Computer Failure

This only applies to the administrative systems in school

- It is the responsibility of the administrator to ensure that weekly backups are taken of the data held on the main server. These backups should be held in the fire-proof safe or in a secure location accessible only by the administrator and head teacher and taken off-site. Currently we buy into Gateshead Council's ICT and all systems are backed up by this team via our SLA
- Complete computer failure should be reported to Gateshead IT services at Dryden Centre 0191 4338525 or Council ICT 0191 4333771
- It may be possible to send an e-mail by using a laptop if the main router is not down
- Any of the local cluster schools could be contacted and asked for message to be sent to ICT Team if all other forms of communication are down
- ICT Team will advise on replacement server and/or computer, if necessary, and make necessary arrangements for reinstatement of data from most current available backup tape

Adverse Weather Conditions

Weather Warnings

The LA will notify schools, by use of the school portal as soon as possible and within about 6 hours of any expected onset of severe weather where it is thought that the assessment of risk warrants it.

The Decision to Close

If for any reason, it is impossible for any teaching staff to reach the school, a cascade system of communication needs to be put into practice to ensure that children are not left at the school by parents who are unaware of the staff situation.

In the absence of any member of the teaching staff, a governor can take charge of the situation and ought to make his/her way to school as soon as possible to ensure that parents are informed of the fact that the school is to be closed. The communication system should include the availability of Governors or other members of staff who would be able to assist locally. Even if a closure has been authorised by the Head Teacher/, unsupervised pupils who arrive at school must be accepted onto the premises and sent home only if it is known to be safe to do so.

The Position of Staff

In adverse weather conditions staff are expected to make all reasonable efforts to get to school, even if their arrival is delayed.

Even if the school is wholly or partly closed to pupils, staff are expected to report to work and undertake appropriate preparation or other duties as directed by the Head Teacher/. Staff who have tried and are unable to reach their own school should the Head Teacher as soon as possible to advise of their situation.

In-School Measures

Parents should be advised to keep a check on local radio broadcasts during emergency conditions in case closures or changes to normal school arrangements are made. In the first instance all Parents and Carers will be notified by text message to the mobile telephone numbers they have provided to school.

Staff should –

- check immediately at the onset of the emergency that the telephone is in working order and check it repeatedly, ensure availability of mobile telephone if necessary
- try to keep a check on radio broadcasts. If possible keep a battery radio in school
- it is the responsibility of Site Maintenance Manager to inspect the safety and accessibility of the school premises at the beginning of every day. If a closure is imminent they should contact the Head Teacher/ in that order to establish authority to close the school
- if the school buildings become unsafe it is the Head Teacher/'s responsibility to decide if the school needs to be evacuated to another building
- if excessively high winds or heavy snow occur during the day schools may find that they have to feed and possibly accommodate pupils overnight. Obviously every attempt should be made to get the pupils home by making contact with parents
- staff should be effectively deployed in school to deal with the emergency, duties would typically include:-
 - Moving children to a safe area at first sign of emergency in easily contacted groups for support and reassurance. Any adult helpers should stay with the class they are with
 - Head Teacher/ to make a check of the school to ascertain all staff and pupils are clear of dangerous area
 - Cut off electricity/gas/water, if necessary, by Site Manager or Head Teacher/. Check damage. Report situation to LES and Building Maintenance 0191 0191 4337333
 - Keep all staff up to date on the developing situation. Re-assure the children re. brothers and sisters and provide games, videos etc, if possible
 - Liaise with the LA whether/when to contact local radio stations to broadcast school closure message
 - When situation allows, check the affected area (only if safe to do so). Spare staff to salvage belongings.
 - Keep the LA informed
 - If/when parents collect, limit entry/exit points in order to ensure safe collection of children. Staff to be posted at all entry points to ensure parents report to the office and “sign out” their children before taking them home
 - When all the children have been taken home hold a short staff meeting to assess the situation and plan for the next day
 - Ensure governors are notified of details of the emergency
 - A text or phone call to parents/carers should be made as possible to give them the latest information

Death of Pupil or Staff Member

- The LA, via the Health and Safety Team should be informed of the incident as soon as possible. Assistance for the school can then be given

- It is the responsibility of the Police to advise the parents, or next of kin of the staff member, of the tragedy
- The Major Incident Recovery Team (MIRT) should ensure that all staff members (this must include those who may be off sick and regular supply/volunteers) and governors are made aware as quickly as possible of the situation; the Chair of Governors should ask his fellow governors to assist in this process
- The Gateshead Council Communications Team should be informed (0191 4332072). They will be able to assist in devising an initial Press Statement
- All staff should be asked to respect the need for all communications with local community, parents, media etc. to only be done through the MIRT
- The MIRT should ensure that the educational psychologist is informed
- The MIRT should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the Health and Safety team is notified
- The MIRT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate

Tragedy During School Trip

- The LA, via the Health and Safety Team should be informed of the incident as soon as possible. Assistance for the school can then be given
- MIRT brought together
- The Head Teacher should ensure that at least one telephone line is available for use only by LA staff and to ensure other emergency contact with the school. A fax line or mobile can be used for this purpose.
- The leader of the trip should ensure that a senior member of the MIRT is informed of the tragedy and the MIRT will then make the necessary arrangements to inform the LA, other parents. Parents should only be informed once the Police have given the authority to do so
- A member of the MIRT should, if at all possible, travel to join the trip participants. It may be necessary to take other members of staff or governors depending on the number of pupils on the trip to support both staff members and pupils
- The leader of the trip, or nominated person, should ensure that they are able to keep telephone communication open with the senior members of the MIRT at all times
The MIRT with assistance from Local Environmental Services 0191 4337333.
- Make arrangements to return the children from the trip as soon as possible. The Risk Assessment for the trip will contain the details of the transport used (e.g. name of coach firm)
- The Police will advise the relevant parents, or next of kin of staff member, of the tragedy. Once this has happened the police will give authority for the school to inform others
- The MIRT should ensure that all staff members and governors are made aware as quickly as possible of the situation; the Chair of Governors should ask his fellow governors to assist in this process
- All staff and governors should be asked to respect the need for all communications with local community, parents, media etc. to only be done through the MIRT
- The MIRT should ensure that the educational psychologist is informed
- The MIRT should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the LA is notified
- The MIRT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate

Infectious Diseases in Schools

Reference/further reading:

Infection Control Guidelines for Nurseries and Schools (Health Protection Agency)

Cases of infectious disease may occur from time to time in schools or nurseries. Their importance depends on several factors:-

- The severity of the disease
- The number of children affected
- The mode of Transmission
- The amount of fear they generate
- Whether any specific action is necessary to stop further cases (e.g. immunisation, improving food-handling practices etc.)

How do we know there might be an outbreak?

There are several ways in which schools and nurseries may come aware that they have a case of infectious disease.

- Children may be ill
- There may be a sudden increase in the number of absentees
- Parents may advise the nursery or school that their children are suffering from an infectious disease
- The Consultant in Health Protection may contact the school

What should the Head Teacher/ do?

If a member of staff thinks there may be a case he or she should refer to the Communicable Diseases poster sent out to all schools by Health & Safety Team. If this does not answer the particular query, contact Local Health & Safety Team for advice 0191 4332236 for initial advice. In addition, the school could discuss the matter with the school nurse. It is helpful for the initial assessment of the situation if a member of staff can find out:-

- How many children are ill
- How the illness is being presented
- When did each child fall ill

If there is an outbreak (i.e. 3 or more cases of the same illness), the school should contact Local Environment Services on 0191 4332236 to discuss management issues e.g. Personnel, admission/exclusion, catering and cleaning.

Local Environment Services will in conjunction with the Health Authority Primary Care Trust, if required, assess the situation and decide what, if any, further action is necessary either to investigate the source of the outbreak or to stop further spread. The school should make every attempt to provide information requested by the Local Environment Services or staff working on their behalf (e.g. Environmental Health staff). The Head Teacher/ or person in charge should encourage staff, parents and children to comply with requests for specimens and to follow guidance for control or spread of disease.

Role of Environmental Health.

If an outbreak of food poisoning is suspected the District Council Environmental Health Department will be asked to investigate. Environmental Health may also assist in the assessment and control of outbreaks of diarrhoea and/or vomiting not thought to be due to food poisoning (e.g. Dysentery)

Other Action

For certain infectious diseases (e.g. some cases of meningitis) the Local Environment Services might deem it necessary for letters to be sent home with all children in a class or school. Arrangements for this will be made through the Head Teacher//person in charge.

Cleaning in Outbreaks

Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required in outbreaks. If the Environmental Health Department or Local Environment Services consider there is a need for extra cleaning this will be discussed. This might particularly be the case if children or staff, have had vomiting or diarrhoea on the premises.

CARE OF PLAY EQUIPMENT

The following are suggested guidelines in relation to play equipment in the school area.

Soft Toys

- Soft toys have been implicated in incidents of cross infection and therefore use of soft toys should be discouraged
- Soft toys should not be used for display purposes as they can harbour dust and be a source of infection
- If soft toys are in use they should be washed on a regular basis, this should be done by using at least a 40°C cycle with a recommended soap powder, and drying thoroughly afterwards

Plastic/Wooden Toys

- Wooden toys have been implicated in incidents of cross infection and therefore wooden toys should be discouraged
- Toys should be inspected on a daily basis for cleanliness
- Clean with hot soapy water and dry thoroughly
- Discard if broken or damaged

Electrical/Mechanical Toys

- Must be surface wiped with a damp cloth that has been rinsed in hot water and detergent. For safety purposes, make sure that the electric source is switched off before cleaning

Books

- Inspect weekly and wipe surfaces. Books must be inspected for signs of dampness or mildew and discarded if necessary
- Books that are visibly soiled must be discarded. If they become contaminated with blood or bodily fluids they must be discarded

Toy Boxes

- Empty and clean regularly with hot water and detergent

Mobiles

- Wooden and plastic – clean weekly or when visibly dirty
- Paper and card – inspect weekly and damp dust if necessary

Second-Hand Toys

- If second-hand toys have to be used, these toys should be cleaned according to the appropriate stated section above

Decontamination of toys

- Toys that have been used by children who are infectious should be decontaminated with hypochlorite solution (1000ppm) where possible or cleaned using an antibacterial detergent and water

Infectious diseases are common among children and schools often present ideal situations for disease to spread. Many diseases are so trivial that excluding a child from education cannot be justified. For some other infections, the organisms that cause disease are commonly found among apparently healthy people and this will influence the advice on whether it is appropriate to exclude children.

Exclusions from School

There are some general rules about excluding from school:-

- Children who are not well should not be at school even if they are not infectious

- Children with diarrhoea should not be in school unless the diarrhoea is known to be due a non-infectious disease (coeliac disease). This rule also applies to staff, including catering staff. In individual cases, children must not return to school until 24 hours after their last bout of sickness or diarrhoea. Where there are 3 cases or more (outbreak) in the educational setting, those children affected must not return to school until 48 hours after their last bout of sickness or diarrhoea. Parents are advised of this via the school prospectus.
- Some children may have other illnesses which affect their immunity (e.g. Leukaemia, HIV disease). The parents of these children should be warned if there are known to be cases of infectious diseases in the school, especially if children are off school with chickenpox, shingles or measles.

Coping With Crises in School

Reactions of Pupils

The effect upon a school community of a tragedy, whether through violent, accidental or natural causes, will inevitably be severe and long lasting. The most immediately affected survivors will only be able to return to normal school life with a considerable degree of support and understanding on the part of other members of the school.

The reactions of pupils involved in a crisis will vary. Staff can help pupils by looking out for signs of nervousness, anxiety or depression, difficulties with concentration, memory or sleeping and anti social behaviour. Some survivors of tragedies suffer from severe feelings of guilt that they have been spared, when their friends have died.

Those most likely to be seriously affected are those whose lives were put at greatest risk, who witness injury and death and who suffer other disadvantages (unstable family relationships etc.). It is not always possible to tell whether or how much children are suffering. Staff, parents and other pupils can all help by keeping a watchful eye.

The emotional, social and academic effects of a tragedy can be very long term. Minor and seemingly unconnected occurrences can trigger off emotional reactions.

It is important to encourage pupils to express their feelings in an environment where they feel it is safe to do so. Children should be praised for recognising problems they may be experiencing and allowed to talk about or relive the experience – perhaps through mime, dance or other art forms. This is not a sign of ghoulish obsession with death or injury but a repressive approach can lead to inherent dangers. Survivors should be encouraged to attend funerals, a formal farewell helps to come to terms with grief.

Pupils whose appearance has changed as a result of injuries will need to be prepared for their return to school and the likely reactions of fellow pupils. They may need home visits from teachers or the ability to attend part time for a while.

External Support

Regular staff meetings will be needed to keep children under review and decide upon appropriate action, including any need for specialist referral. The Head Teacher/ and Deputy should liaise with the school Educational Psychologist. Therapists and counsellors can be made available to supplement (not replace) the resources of the school. It is important that the school remains in control of the situation and any supportive external guidance that may be offered, staff should not allow themselves to be overwhelmed by well meaning but potentially intrusive assistance.

In a major incident involving the wider community outside the school, special procedures will be initiated by the Social Services Department to co-ordinate the provision of aftercare of victims.

Reactions & Roles of School Staff

The most important role of school staff after a tragedy is to observe and listen to the children. They need to be sensitive that pupils respond in different ways and to beware of the danger of adding to the burden of children through inappropriate behaviour on their part.

The Head Teacher/ should be aware of the difficulties that staff are likely to face and that they themselves have had to come to terms with the trauma. The Head Teacher/ should monitor work pressures and look for any signs that staff are becoming overwhelmed with the distress of the pupils and themselves. Staff may need their own support group.

Dealing with the Media

The experience of some schools has shown the relationship with the media is not always positive. The press can be invasive to the point of rudeness and constantly looking for “an angle”. This can sometimes take the form of attempts to attribute blame for the tragedy to parents, the school and other public agencies involved.

The Head Teacher/, Deputy Head Teacher/ and Chair of Governors should be prepared for likely questions and should be clear what they are prepared to say and what not to say to the media. The Major Incident Response Team should meet to agree this before anyone talks to the media. It is never appropriate to allow the media onto the school premises or to give them access to staff or pupils.

Gateshead Council’s Communication Team can provide advice on dealing with the media and should be contacted on 0191 4332072.

Reactions of Parents

There are obvious limits to the amount of support and assistance that school can offer to parents but it is important that staff should be aware of parents’ likely reactions. Evidence suggests that many are unwilling or unable to deal with the trauma faced by surviving children and they may resist their attempts to articulate their feelings and experiences; this will in itself place an additional burden upon school staff.

Parents whose children have died will find themselves cut off from many of their usual social contacts/routines and communications networks and may welcome informal contacts from school staff and other parents.

Rebuilding

Allowing the whole community ample opportunity to try to make sense of what has happened, to express and share emotional reactions and to say farewell in an appropriate manner can all form important steps in the rebuilding process. Expressions of sympathy, visiting of the injured and attendance at funerals should not be discouraged. Special assemblies, memorial services, open days or debriefings can be therapeutic, positive events for survivors and friends, and a garden blooming at the appropriate time can be a fitting permanent memorial to those who have died.

Use of Schools in Civil Emergencies

Gateshead Council has made plans to deal with major incidents that might occur in peacetime such as an escape of chemicals from nearby factory, road tanker etc which can either affect schools or require them to be used as a Reception centre for people evacuated from a particular area. A major incident may well cause the involvement of County Council property and employees.

War

Gateshead Council has prepared contingency plans for use in the event of war. These plans, which in general are an extension of peacetime arrangements for responding to major incidents, will be issued if the current low level threat of hostile attack should significantly increase. In the event of war most schools would be available to be used as emergency feeding centres and rest centres.

Participation in activities relating to war defence planning is voluntary.

Telephone Cascade System

The telephone cascade system provides a means of rapid communication to all schools in the county or selected geographical areas. The most frequent purpose is to pass on stranger alert messages from Gateshead Police but the system may also be used to relay severe weather warnings or other emergency information.

To prevent the “Chinese whispers” effect, at each link in the cascade the message should be read back in full, indicating where the message originated. Where school wish to initiate a cascade message and report a ‘stranger alert’ or other information relating to criminal activities they should initially contact the police and ask for a message to be sent to Gateshead Council, whilst at the same time reporting the incident. The police can then decide how far the cascade message should go and provide a contact number. In extreme cases schools may decide to alert the local cascade group direct, along with any other local schools where pupils of property may be at risk. This can be done by a combination of telephone and e-mail. If this is done, the police should be contacted immediately afterwards.

Decisions about the content of the message and distribution areas will be made by the police. Before a message goes into the cascade system both the police and LA will have made a positive decision that the message is sufficiently urgent and serious.

All school staff should be aware of the cascade system so that they can pass on any relevant message in the absence of the Head Teacher/.

Where Gateshead Council staff receive ‘stranger alert’ messages from the police, the cascade system will be initiated immediately and schools should only pass the information onto parents if indicated as such in the message. Depending upon the nature of the incident, police action could be inhibited if parents or pupils were wrongly notified or restricted information. By the same token an urgent stranger alert which is intended for parents and pupils is of no benefit if notified only to staff. Care must be taken not to frighten pupils but a serious stranger alert should not be underplayed. Word of mouth messages from pupils to parents are highly unreliable, although the time the message is received may not allow provision of a letter to parents, this should be followed up the next day.

First Priority – The Pupils

Even where schools have planned in fine detail their reaction to any emergency, circumstances may arise that cannot be anticipated. In facing such emergencies the main consideration must be the safety of pupils. This may involve a good deal of additional work on the part of staff, which is greatly appreciated by all. The following points should ensure pupils’ safety and should always be observed –

- If there is any doubt that pupils can return home safely in prevailing conditions, regardless of age, every attempt should be made to either convey them home or secure alternative arrangements for them. Alternative arrangements must only be made following parental/carer permission.
- If the parents or guardians or younger pupils are not at home to receive them, they should not be released
- Any unsupervised pupils arriving at schools should be accepted onto the premises and sent home only if it is known that they can return safely to a parent or guardian
- If a course of action includes any greater element of risk of injury to a pupil, it should not be taken

The Major Incident Recovery Team (MIRT)

Name & Contact Address and telephone numbers including mobile	Designation	Role	Responsibilities
Head Teacher Heather E Scott 07944996484 Address Furrowfield School Gateshead NE10 9RZ 0191 4954700	Head Teacher	MIRT Manager To act as Duty MIRT Manager To act as Duty MIRT Manager	Direction and coordination with MIRT Team as necessary; liaison with the emergency services, the LA, media, staff, parents; allocation of roles to others depending on level of crisis.
Name: Miss H E Scott Address Furrowfield School Gateshead NE10 9RZ 0191 4954700	Head Teacher 07944996484	Media Liaison	To inform Local Authority; briefed on facts and how the school is responding; keep Local Authority, pupils, parents and staff and community informed.
Mr. Andy Mitchell 07796955482 Mrs Susan Black 07903293324	Head of Care/ Deputy Head of Care	Pastoral Care Coordinator	Pastoral care for pupils and staff; operational issues as directed; parent/visitor liaison; liaise with Psychological Service, Education Welfare Officer, Social Services and other professional agencies
Mrs. L. Turner 07877779463 Ms. K. Beagarie 07810354869 Mrs. K. Duffy 07846908791	Business Manager Site Manager Assistant Headteacher Assistant Headteacher	Administrative coordinator under the direction of the MIRT Manager Assist as directed by the MIRT Duty Manager	Manage incoming calls, gather and disseminate information; identify "safe" areas in school for parents/pupils; liaise with contractors, utilities and repairs/accommodation issues, catering arrangements; incident record keeping; collation of message sheets; chasing outstanding "actions", maintenance of master record log.

All calls to the Media should only be undertaken by the Head Teacher/ or Chair of Governors. Appropriate codes should be quoted to prevent hoax calls.

Staff, Parent, Pupil and Governor Contacts

Staff and Pupil Contact Lists - Due to confidentiality these are retained in the Main School Office and would be accessible in an emergency by contact the School ICT Team on 01914338525.

Governor Contact Lists are kept in the Main School Office or by contacting the Governor Support Team on 0191 4338626

LA Officials Contact List

Name & Contact Address	Duty	Out of hours contact	Work tel. no	Mobile tel. no
Heather Taylor	Health & Safety		0191 4332236	
Sue Smith Anne Elliot	Occupational Health		0191 4332272 0191 4333273	
Gemma Cunningham Emma Manfren	HR/Personnel		0191 4332744 0191 4332887	
Local Environment Services Building Maintenance/Facilities Management	Environment School Buildings		0191 4337333	
Carolyn lamb	Education Psychologist		0191 4338562	
Schools Communication Team	Communications/ Media		0191 4332072	
School Taxis	Transport		0191 4337473	
Emma Batey	Insurance		0191 4332157 or 4332770	
Suzanne Dunn (Joy Brotherton, Secretary)	Service Director		0191 4338606	
Michael Lamb/Susan Scott	LA School Meals Team		0191 4335513 0191 4335516	07859816860
Lynn Zazulak	School Cleaning Team		0191 4335522	07747758076
School ICT Team	Dryden Centre		0191 4338525	
Civic Centre ICT Team	Civic Centre		0191 4333771	
Governing Body Team	Dryden Centre		0191 4338626	

The above numbers were correct at date of publication of this document guidance.

Information Regarding Utilities

Gas: 0800 111999 Main turn off point in school is External Cupboard in front of the kitchen entrance.

Electricity: 0800 668877 Main turn off point is Boiler House by the pupil entrance.

Water: 0845 171100 Main turn off point for main school is external Boiler House next to the Laundry Room
Gym water is the gym Boiler House behind the gym.
Residential Unit is Boiler House Cupboard by the Pupil Bike Shed.

Infection Control Information in Schools and Nurseries and Good Housekeeping Information

Athletes Foot	None	Treatment with fungal cream available at most chemists or GP prescription.
Chickenpox	For 5 days from onset of rash	Wait until all spots have healed or crusted. <i>(NB: see Female Staff in Schools, see Vulnerable Children)</i>
Cold Sores (Herpes simplex virus)	None	Many healthy children and adults excrete this virus at some time without having a 'sore'
German Measles (Rubella)	5 days from onset of rash	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation so that exclusion after the rash appears will prevent very few cases. <i>(NB: see Female Staff in Schools)</i>
Hand, Foot & Mouth Disease	None	Usually a mild disease not justifying time off school
Impetigo	Until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing. If lesions can be reliably kept covered exclusion may be shortened
Measles	5 days from onset of rash	Measles is now rare in the UK. <i>(NB: see Vulnerable Children)</i>
Molluscum Contagiosum	None	A mild condition
Ringworm (Tinea)	None	Proper treatment by the GP is important. Scalp ringworm needs treatment with an antifungal by mouth
Roseola	None	A mild illness, usually caught from well persons
Scabies	Until treated	Outbreaks have occasionally occurred in schools and nurseries. Child can return as soon as properly treated. This should include all persons in the household
Scarlet Fever	5 days from commencing antibiotics	Treatment recommended for the affected child
Slapped Cheek/Fifth Disease (Parvovirus)	None	<i>(NB: see Female Staff in Schools)</i> . Exclusion is ineffective as nearly all transmission takes place before the child becomes unwell
Warts and verrucae	None	Affected children may go swimming but verrucae should be covered.
Diarrhoea and/or vomiting (with or without a specified diagnosis)	In a single/2 cases, until diarrhoea and vomiting has settled (neither for the previous 24 hours) In cases where 3 or more children/staff are involved, until diarrhoea and/or vomiting has settled (neither for the previous 48 hours)	Usually there will be no specific diagnosis and for most conditions there is no specific treatment. A longer period of exclusion may be appropriate for children under age 5 and older children unable to maintain good personal hygiene.
E.coli and Haemolytic Uraemic Syndrome	Depends on the type of E.coli	Seek <i>further advice</i> from the <i>Consultant in Communicable Disease Control (CCDC)</i>
Giardiasis	Until diarrhoea has settled (neither for the previous 24 hours)	There is a specific antibiotic treatment
Salmonella	Until diarrhoea and vomiting has settled (neither for the previous 24 hours)	If the child is under age 5 or has difficulty in personal hygiene, seek advice from the CCDC
Shigella (Bacillary Dysentery)	Until diarrhoea has settled (neither for the previous 24 hours)	If the child is under age 5 or has difficulty in personal hygiene, seek advice from the CCDC
<i>(See also Hands – Washing and Good Hygiene Procedures)</i>		
'Flu' (influenza)	None	Flu is most infectious just before and at the onset of

		symptoms
Tuberculosis	CCDC will advise on action	Generally requires quite prolonged, close contact for spread. Not usually spread from children
Whooping cough (Pertussis)	5 days from commencing antibiotic treatment	Treatment (usually with erythromycin) is recommended though non-infectious coughing may still continue for many weeks

Conjunctivitis	None	If an outbreak occurs consult Consultant In Communicable Disease Control
Glandular Fever (Infectious Mononucleosis)	None	
Head Lice (Nits)	None	Treatment is recommended only in cases where live lice have definitely been seen (<i>see Further Information</i>)
Hepatitis A	See comments	There is no justification for exclusion of well older children with good hygiene who will have been much more infectious prior to the diagnosis. Exclusion is justified for 5 days from the onset of jaundice or stools going pale for the under fives or where hygiene is poor.
Meningococcal Meningitis/Septicaemia	The CCDC will give specific advice on any action needed	There is no reason to exclude from schools siblings and other close contacts of a case
Meningitis not due to Meningococcal infection	None	Once the child is well infection risk is minimal
Mumps	5 days from onset of swollen glands	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation
Threadworms	None	Transmission is uncommon in schools but treatment is recommended for the child and the family
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic. For one cause, streptococcal infection, antibiotic treatment is recommended
COVID-19	Temperature, New Continuous Cough, Loss of Taste & Smell	LFT and PCR Tests to confirm and then isolate as per the current up to date government guidance

HIV/AIDS	HIV is not infectious through casual contact. There have been no recorded cases of spread within a school or nursery. (<i>See Cleaning Up Body Fluid Spills</i>)
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HEPATITIS B AND C	Although more infectious than HIV, hepatitis B and C have only rarely spread within a school setting. Universal precautions will minimise any possible danger of spread of both hepatitis B and C. (<i>See Cleaning Up Body Fluid Spills</i>)
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Good Housekeeping Information

HANDS – WASHING AND GOOD HYGIENE PROCEDURES

- Effective hand washing is an important method of controlling the spread of infections, especially those that cause diarrhoea and vomiting
- Always wash hands after using the toilet and before eating or handling food using warm, running water and a mild, preferably liquid soap. Toilets must be kept clean
- Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds ensuring all surfaces of the hands are covered
- Rinse hands under warm running water and dry hands with a hand dryer or clean towel (preferably paper)
- Discard disposable towels in a bin. Bins with foot-pedal operated lids are preferable

- Encourage use of handkerchiefs when coughing and sneezing
- If a food handler has diarrhoea or vomiting the CCDC's advice should be sought urgently

CLEANING UP BODY FLUID SPILLS – UNIVERSAL PRECAUTIONS

- Spills of body fluids: Blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately
- Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have
- Clean and disinfect any surfaces on which body fluids have been spilled. An effective disinfection solution is household bleach solution diluted 1 in 10 but it must be used carefully
- Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance
- Mops used to clean up body fluids should be cleaned in a cleaning equipment sink (not a kitchen sink), rinsed with a disinfecting solution and dried
- Ensure contaminated clothing is hot laundered (minimum 60°C)

VULNERABLE CHILDREN

Some children will have medical conditions that make them especially vulnerable to infections that would rarely be serious in most children.

- Such children include those being treated for leukaemia or other cancers, children on high doses of steroids by mouth and children with conditions that seriously reduce immunity. Usually schools or nurseries are made aware of such children through their parents or the carers or the School Health Service
- These children are especially vulnerable to chicken pox or measles. If a vulnerable child is exposed to either of these parents/carers should be informed promptly so that they can seek further medical advice as necessary

FEMALE STAFF IN SCHOOLS - PREGNANCY

Some infections if caught by a pregnant woman can pose a danger to her unborn baby.

- Chicken pox: this can affect the pregnancy of a woman who has not previously had the disease. If a pregnant woman is exposed early in pregnancy (the first 20 weeks) or very late in pregnancy (the last 3 weeks before birth) she should promptly inform her GP and whoever is giving her ante-natal care who can do a blood test to check she is immune
- German measles (Rubella): if a woman who is not immune to rubella is exposed to this infection in early pregnancy her baby can be affected. Female staff should be able to show evidence of immunity to rubella or, if that is not available, have a blood test and, if appropriate, immunisation. If a woman who may be pregnant comes into contact with rubella she should inform her GP promptly
- Slapped cheek disease (Parvovirus): occasionally, Parvovirus can affect an unborn child. If a woman is exposed early in pregnancy (before 20 weeks) she should promptly inform whoever is giving her antenatal care

ANIMALS IN SCHOOLS (PERMANENTLY OR VISITING)

Animals may carry infections, especially gastroenteritis, and guidelines for protecting the health and safety of the children should be followed.

- Animal living quarters should be kept clean. All waste should be disposed of regularly. Litter boxes should not be accessible to children

- Young children should not play with animals unsupervised and children must wash their hands after handling animals, cleaning cages etc
- Particular care should be taken with reptiles as all species can carry salmonella

PRECAUTIONS FOR SCHOOL FARM VISITS

- Check that the farm is well managed and that the grounds and public areas are as clean as possible. Note that manure, slurry and sick animals present a particular risk of infection and animals must be prohibited from any outdoor picnic areas
- Check that the farm has washing facilities adequate and accessible for the age of the children visiting with running water, soap (preferably liquid) and disposable towels or hot air dryers. Any drinking water taps should be appropriately designated in a suitable area
- Explain to pupils that they cannot be allowed to eat or drink anything, including crisps, sweets, chewing gum etc. while touring the farm, or put their fingers in the mouth, because of the risk of infection
- If children are in contact with, or feeding farm animals, warn them not to place their faces against the animals or taste the animal feed
- Ensure all pupils wash and dry their hands thoroughly after contact with animals and particularly before eating and drinking
- Meal-breaks or snacks should be taken well away from areas where animals are kept, and pupils warned not to eat anything that may have fallen to the ground
- Any crops produced on the farm should be thoroughly washed in drinking water before consumption.
- Ensure pupils do not consume unpasteurised produce, for example milk or cheese
- Ensure all children wash their hands thoroughly before departure and ensure that footwear is as free as possible from faecal material

IMMEDIATE INCIDENT CHECKLIST – PEOPLE RELATED

Major incident involving people

• Death of a pupil or member of staff
• Abducted /missing pupil
• Assault causing serious injury
• Transport incident involving school visit /journey
• Communicable Disease
• Food poisoning

Death of a pupil or member of staff on site	
Action	Action Taken (✓)
Withdraw the pupils to a secure controlled area	
Secure site i.e. electricity, gas, water etc if due to an accident	
Contact emergency services	
Inform next of kin	
Inform MIP leader	
Notify LA	
Inform Chair of Governors	
Ensure safety /welfare of other pupils and staff	
Complete accident book	
Investigate circumstances	

Abducted /missing pupil	
Action	Action Taken (✓)
Inform MIP leader	
Inform police	
Notify next of kin	
Notify LA	
Attend to emotional welfare of pupils and staff	
Notify Chair of Governors	
Update school registration details	

Assault causing serious injury	
Action	Action Taken (✓)
Administer first aid and contact emergency services	
Secure site for investigation	
Inform MIP leader	
Inform next of kin	
Inform Director of Learning and Schools	
Inform Chair of Governors	
Complete online incident form and submit to LA	
Ensure safety /welfare of pupils and staff	

Transport incident involving school visit /journey	
Action	Action Taken (✓)
Establish the nature and extent of the incident	
If an injury – assess injury (preferably by first aider)	
Contact emergency services	
Ensure all other members of the group are accounted for	
Ensure all other members are safe from danger and looked after	
Inform MIP leader – giving full information of incident	
MIP leader to oversee situation from school	
Confirm hospital details	
If serious incident inform LA	
Inform Chair of Governors	
Make arrangements for return of group to base or home	
Contact place of visit and inform them of the situation	
Obtain a police report	
Obtain insurance information	

Communicable Disease - only classed as an outbreak if more than one case	
Action	Action Taken (✓)
Inform MIP leader	
Contact and liaise with Health & Safety Department within LA	
Contact North East Health Protection Team (HPT) giving full information	
Contact School Nurse	
Inform Chair of Governors	
School nurse and /or LA to advise re: letters to parents	
Attend to emotional welfare of pupils and staff	

Food Poisoning	
Action	Action Taken (✓)
Inform MIP leader	
Identify who is affected and assess severity of the illness	
Continue observation of casualty or casualties	
Administer first aid as required	
Contact next of kin and advise hospital details	
Contact North East Health Protection Team (HPT) giving full information	
If serious outbreak inform LA	
Inform Chair of Governors	
Exclude affected people from school where necessary	
Identify cause of illness to avoid a reoccurrence	

IMMEDIATE INCIDENT CHECKLIST – PROPERTY RELATED

Major incident related to property

- | |
|--------------------------------|
| • Widespread structural damage |
| • Major fire |
| • Terrorist incident |

Widespread structural damage	
Action	Action Taken (✓)
Evacuate the premises	
Take a roll call	
Call emergency services	
Ensure MIP leader is informed	
Decide whether to keep pupils in school or send home	
Provide information to parents via phone /letter	
Inform LA	
Inform Chair of Governors	
Ensure no unauthorised persons gain access to the site	
Contact the LES Premises Section for a structural Surveyor to assess damage/repairs	
Strictly control access to the damaged building	

Major fire	
Action	Action Taken (✓)
Ensure safety of pupils, staff and visitors by following schools evacuation procedures – Option to move to the Secondary Evacuation Point	
Ensure MIP is informed	
Ensure safety and security of premises	
Staff/pupils must not be allowed to re-enter the building until emergency services allow them to do so	
Advise the LA /Insurance Department	
Contact the LES Premises Section for a structural Surveyor to assess damage/repairs	
Close the school if necessary and liaise with Transport to ensure children are transported home safely	
Advise the Chair of Governors	

Terrorist incident	
Action	Action Taken (✓)
For bomb scares and gas leaks implement standard fire evacuation procedures – Option to move to the Secondary Evacuation Point	
Inform everyone that MOBILE PHONES MUST NOT BE USED	
Establish a safety point at a fair distance away from the school	
Ensure MIP is informed	
Inform LA	
Inform Chair of Governors	

ONGOING ACTION FOLLOWING A PROPERTY RELATED INCIDENT

- Ensure safety of pupils and staff
- Ensure all parents, staff and governors are informed of and are aware of incident
- Evaluate damage to building and likely disruption to the education process
- Ensure safe removal of hazardous materials and debris
- Identify welfare support of pupils and staff
- Review health & safety and security /fire prevention on site
- Review the accommodation and catering
- Maintain communications with outside bodies
- Be involved in rebuilding and /or occupation of temporary premises
- Formalise the revised transport arrangements
- Prepare inventory to furnish alternative accommodation
- Inform other users of the premises
- Provide written information regarding the incident
- Hold a fire drill as soon as possible if new exit routes and assembly points are necessary
- Walk through the building to check fire escape requirements
- Reallocate parking space and pupil areas
- Hold briefing meeting with staff
- Ensure all utilities have been checked and are functioning correctly
- Exercise caution before using electrical equipment
- MIRT to maintain a brief Diary /Log of events and action taken

Business Continuity Plan/Major Incident Kit

There needs to be a maintainable and accessible emergency kit for schools suddenly thrown into a crisis. A balance needs to be established between including everything anyone thinks of and the work and sustainable motivation needed to ensure the material is kept up-to-date. Each member of the MIRT will be aware of the location of the Emergency Kit in school. Each member of the MIRT should retain a copy of this policy at home. Pupil information will be accessible if necessary through the LA from information in SIMS. The kit will be scheduled for regular attention to ensure up-to-date information is held.

The kit contains the following elements:

- Emergency Services (other than 999)
- Director of Learning and Schools contact information
- Communicable Diseases contact information
- A list of pupils names, addresses and contact information
- Known pupil medical information
- A list of staff names, addresses and contact information
- External services, e.g. swimming baths, contractors etc
- Floor plan showing evacuation routes
- Contact numbers for the Utility Services, i.e. Gas, Water and Electric
- Contact information for Chair of Governing Body
- Details [about agreed](#) meeting points for emergency authority response

Emergency Services

If it is not deemed an emergency then you are not required to dial 999, then please dial 101 which will put you through to Northumbria Police to explain the nature of the problem.