



STREATHAM & CLAPHAM HIGH SCHOOL

Disaster Plan Procedures

Person(s) responsible for this policy		DFO/ Head	
Last review by	Alison Bullock	Review date	September 2024
Date of next review		October 2024	

SCHS have Security audits booked with Pharos for September 2024 when this will be reviewed.

Serious Injuries or Fatality

In the event of a severe injury or fatality occurring:

- A First aider will be called to attend and assess the situation
- An ambulance will be called and SLT notified
- The Head and Director of Comms will be informed who will convene an immediate meeting of the Disaster Committee.
- The parents of the pupil or emergency contact of the member of staff will be informed
- Uninjured pupils and staff will be moved to another location and kept calm.
- If occurring in school, it may be necessary/desirable to order the school into lockdown to restrict movement.
- Trust will be notified

National Disaster

- London has a Strategic Emergency Plan designed for the effective handling of any disruptive incident in the Capital. It co-ordinates response to a catastrophic incident, be it terrorist-related, natural disaster or industrial accident. In the event of a catastrophic incident occurring during the school day, we will follow government advice to go indoors, stay there, and tune in to local radio and TV, which will provide information and advice.
- If adults arrive to collect pupils, we recognise that this may not be the usual designated adult and it may not be possible to contact parents or for parents to contact us. In the prep department, we will check whether the child knows the person concerned and will write down who has collected which child and the address and contact number of where they are going to take the child.
- We will attempt to keep parents informed of what is happening, if possible, through schoolpost. We will post information at both sites detailing key contacts and may make use of the website to disseminate information
- Key members of staff will remain at school until all pupils have been collected. Other staff for example, those with children, may need to be released. If a child is not collected, we will attempt to contact emergency contacts and then social services.

- In the event of a catastrophic incident occurring outside of school hours, the disaster committee in consultation with Government advice and Trust will decide whether the school will close. Schoolpost or phone will be used to contact staff and parents, a recorded message left on the school information line and an alert placed on the website.

Threatening Phone calls

- Stay calm and listen
- Obtain as much information as possible - try to get the caller to be precise about the location and timing of the alleged bomb and try to establish whom they represent. If possible, keep the caller talking.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Inform the Head immediately. They must decide on the best course of action and who should notify the police. If you cannot get hold of a senior staff member, and even if you think the call is a hoax, inform the police directly.
- Give them your impressions of the caller and an exact account of what was said.
- Make notes for the police. Do not leave your post - unless ordered to evacuate - until the police arrive.

Adverse Weather

- Severe weather has the potential to disrupt school significantly. Snow, floods, gales, dense fog, widespread ice and extreme heat all bring their own unique problems. Staff and pupils may have difficulty getting to or from school or essential services (electricity, water, gas, and telephone) may be disrupted. In the event of adverse weather conditions, the disaster committee in consultation with Trust will assess the risks and determine what measures need to be taken. If it is decided that school needs to close, schoolpost will be used to contact parents (and staff if out of school hours) and a recorded message left on the answer phone and an alert put on the website.

Multiple Staff Absence/ Health Epidemic

- Staff may be absent from school for several reasons including attendance at a course, personal leave, jury service etc. In many of these cases the absence is expected and alternative arrangements for cover will already have been organised. However, in the case of illness, arrangements need to be made quickly. Within the prep department cover is arranged by the deputy head and in the Senior department by the exams officer.
- Where possible, staff are expected to cover for absent colleagues. However, if the absence is lengthy or appropriate staff are not available, supply staff are used.
- In the event of many members of staff being absent it may be possible to combine smaller classes together on the understanding that the health and safety of staff and pupils is not compromised and that within the nursery a ratio of 1:8 is maintained.
- It is possible to use teaching assistants, admin and support staff or technicians to supervise a class or groups of pupils in an emergency. Pupils would continue to be taught at school unless the health and safety of staff or pupils were likely to be compromised.
- In the event of a health epidemic, we would seek the advice of the local Health Authority, DofE and Trust and would close if that were deemed appropriate.
- School would attempt to provide work for pupils where possible and would make provision for public exams in consultation with the exam boards.

Note: Staff are informed that it is expected they arrange routine medical, dental, and ophthalmic examinations and non-urgent treatment during school holidays, non-teaching periods, or after school hours where possible and all teaching staff are required to take their holidays during the usual school holidays.

Loss of Facilities

The Disaster Committee would be convened to assess the situation, consult Trust, and decide on action. We have 2 schools to use so back up if one is down.

Threat to Reputation

We recognise that we operate in an environment that places a premium on the good reputation of the school. Any threats to that reputation can significantly affect parents' and pupils' perception of the standard of education on offer and have implications for the recruitment of new pupils. Dealing with the consequences of damage to our reputation may hamper the day-to-day running of the school and create stress for members of the school community. The following procedures are designed to reduce the difficulties.

Threats to reputation may include:

- Action by or action that affects a member of the school (staff or pupil) which is considered scandalous
- Incidents occurring on the premises that compromise the health or safety of pupils, staff or visitors
- Incidents occurring on school visits that compromise the health or safety of people

If any member of staff is made aware of something that may be a threat to the reputation of the school, they should inform a member of the Senior Management Team, who will discuss the issue with the Head of School as soon as possible.

The Head will decide which members of the Disaster Committee should meet to:

- ascertain the facts,
- discuss the nature of the threat and establish what effect it will have on the school
- determine whether it is likely to become common knowledge
- and decide what action to take

The Head will inform Trust office if the threat is considered serious and liaise with them regarding what statements, if any should be made to staff, pupils, parents, and the media. It should be made clear to staff what should be said to pupils and parents and ensure all enquiries from the media should be directed to the **Head and Director of Marketing and Comms in the first instance and then to Trust office**