



Emergency Procedure and Continuity Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: JN/WRA/LS/AA/KLF/DH/6MA

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		Nov 2016	3	Nov 2017
		January 2018	4	January 2019
		January 2019	5	January 2020
		November 2019	6	November 2020
		March 2020	7	March 2021
	GR6 Review (MA)	February 2021		February 2022
	GRW Review (AA/RA/LS)	February 2021		February 2022
	GRK Review (DH/LF)	February 2021		February 2022
	Overall	February 2021	8	February 2022
	GR6 Review (MA)	February 2022		February 2023
	GRW Review (AA/RA/LS)	February 2022		February 2023
	GRK Review (DH/LF)	February 2022		February 2023
	Overall	February 2022	9	February 2023

Introduction

The Green Room Schools are committed to ensuring that, in the event of major emergency or incident, the schools will provide an effective emergency response to minimise the impact of the Emergency and ensure the wellbeing and safety of all pupils and adults in their care. This policy also applies to the continuity of the work of the school. This policy applies to all sites in which The Green Room operates, namely:

School Address	GRW 4A Albert Street, Windsor, SL4 5BU GR6 The Swan, 9 Mill Lane, Clewer, Windsor, SL4 5JG GRK 1 Old Park Farm, Forge Road, Kingsley, Bordon, GU35 9LU
School Contact Number	GRW 01753 866711 Mob: 07838 264711 GR6 07723 632556 Mob: 07723 632556 GRK 01420 487706 Mob: 07549 078891

Scope

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- within the school during the school day
- to the school outside of school hours
- on school trips and journeys
- to pupils on the way to or from school
- from events immediately outside the school gates
- from events that adversely affect an area wider than the school itself

Definition

An emergency incident or crisis can be clarified as an unexpected event which affects the schools' community, and which causes disruption on a scale which is beyond the normal coping capability of the schools.

The emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on pupils, staff, volunteers, visitors, trustees and parents.

A major emergency may involve significant threat to the school being able to operate.

The following are examples of emergency incidents that may impact on the Schools and require activation of this Emergency Plan

- Fire or flood to buildings and contents
- Death, accident or assault to members of staff or pupils
- Natural major emergency incident within the local community
- Missing Person(s) /abductions
- Firearms / weapons /act of terrorism
- Pandemic / severe long term weather / other reason the school may be shut down

The Emergency and Continuity Plan will not list each type of Emergency situation but will provide a framework for Emergency Response that can be used in most Emergency situations. It is important that the Emergency and Continuity Procedure Policy is understood by those with the responsibility for implementation and activated immediately.

Aims of the Emergency and Continuity Plan

To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children, adults and animals in the care of the School, and the continuation of the school's business.

Objectives of the Emergency and Continuity Plan

- Establish an effective framework of Emergency Response.
- Ensure that an emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated. Note the use of detailed arrangements in the lockdown procedure for both partial and full lockdowns.
- Maintain high standards of welfare and duty of care arrangements to pupils, staff, parents, animals, carers, visitors and volunteers.
- Ensure that actions and decision-making during the emergency incident is properly recorded in the Emergency Incident Record via the Emergency Incident Report Form
- To minimise educational and administrative disruption within school.
- To enable continuity of the school business if school property is not available.
- To facilitate the return to normal working arrangements at the earliest time.

Implementation / Evaluation

The action to be taken will vary according to the circumstances (eg. evacuation of the premises because of serious threat; bomb threat, serious accident; natural disasters in the community; acts of terrorism; etc). The Duty Manager will endeavour to keep all stakeholders informed of the situation/closure.

For Evacuation please see the Emergency Fire Evacuation Procedure Policy.

This is practised each half term at all sites to ensure pupils, staff, animals, volunteers and visitors can be evacuated quickly and safely.

For Lockdown please see the Lockdown Policy.

This is practised termly at all sites to ensure pupils, staff and visitors can be safely held inside school premises until activities can resume or they can be safely evacuated. This is relevant to incidents in the school or immediately outside the school gates.

For Management of School Trips including Emergencies during trips please see the Off-site Visits Policy.

All visits follow a specified checklist of preparation, delivery and review. This includes how to deal with emergencies.

For incidents concerning the school outside of school hours the school employs staff who live near to each site. These people monitor the security of the school and are the first responders to the fire system should it be activated.

For GRW 10 other staff members who live locally are also alerted to an activation of the fire system so it can be investigated quickly and the emergency services called if needed.

For GRK the landlord is onsite to report incidents.

For The Swan, Swan CIC (pub) staff are onsite until late evening and will monitor the security of the site. They will alert Green Room staff of any issues which may affect the school's business via the Swan Site Security Whatsapp group.

For incidents involving pupils on the way to or from school, we are alerted by the relevant taxi service of issues and deal with them following the guidelines below.

For School Closure events that adversely affect an area wider than the school itself the Executive Leadership Team (following a meeting with the Trustees if there is time) will invoke the plan below. The Duty Manager (usually the Head of School) will implement the plan unless unavailable, in which case another member of the ELT will do so unless unavailable, in which case a member of the SLT will do so.

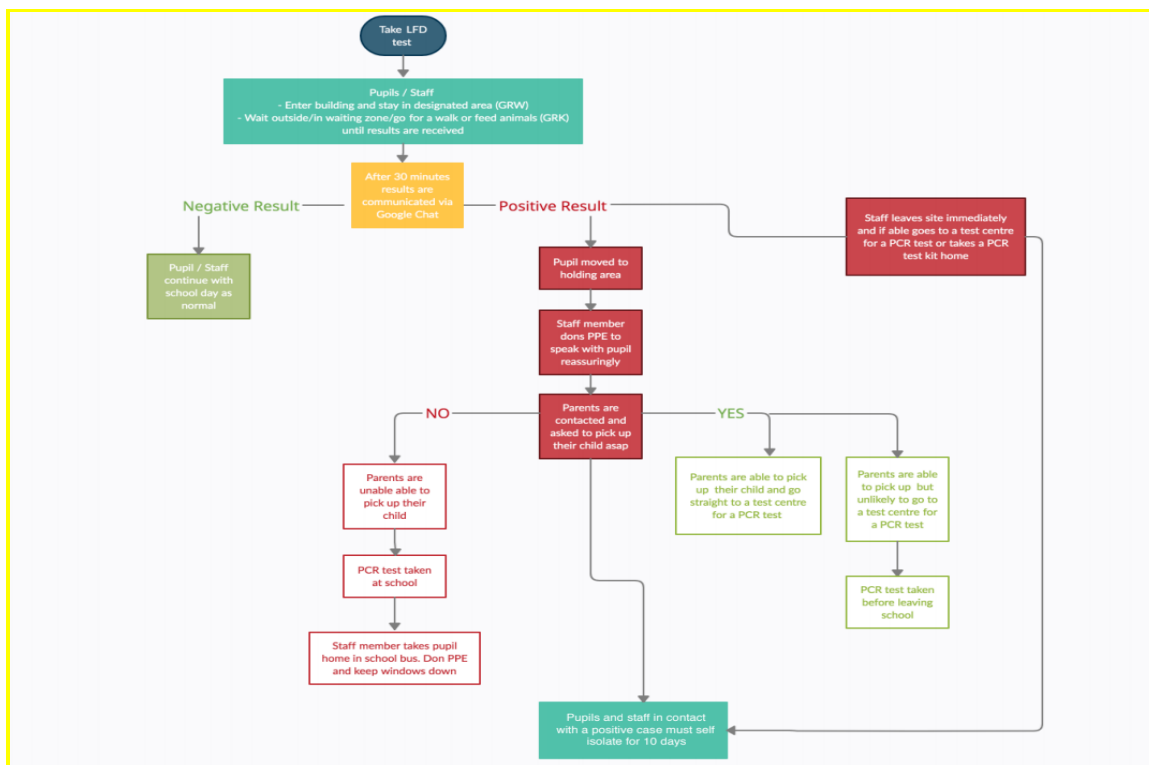
Action will be guided by the emergency services, local government or central government advice to schools/citizens. For example, in the case of a pandemic or severe weather if RBWM alerts all schools to close or reopen we will follow their advice.

Where health advice needs to be followed, action will be guided by central government advice to schools/citizens.

Specifically for the Coronavirus (Covid-19)

All pupils, staff and visitors are required to follow the current government guidance concerning Coronavirus safety and attendance at school. Due to the amount of change involved instructions are given to staff as the guidance changes as are underscored at Inset sessions. Measures such as taking temperatures, taking Lateral Flow Tests, maintaining distance, keeping windows open etc have been/are included.

Lateral flow testing or other testing systems and measures introduced by the government are in place to further check for the coronavirus. See flow chart for testing process below.



During the period of the pandemic all staff are asked to limit their travel to countries identified by the government as safe. Staff who travel to restricted areas as identified by government advice during the outbreak will not be eligible for sick pay during the self-quarantine period and will be eligible for SSP only thereafter. Other than that staff will be eligible for sick leave and sick pay - see the Managing Sickness and Absence Policy (in addition, staff should see their contracts of employment and staff handbook). Regular hand-washing of over 20 seconds is advised to all staff, pupils, volunteers and visitors, as well as other government issued advice concerning sneezing, touching face, etc.

If a stakeholder (pupil, staff, trustee, visitor etc) or someone in their household has been diagnosed with Coronavirus, The Green Room reserves the right to request that the person should self-quarantine in line with government guidance.

School Closure Plan

Should the school need to be closed due to lack of staff or on government advice, the Duty Manager will advise all staff, parents/pupils, transport providers and scheduled visitors, including cleaners. The Duty Manager will advise how long the school will be closed for. If closed for more than a week then communication will be sent each Monday to update all parties. Phone systems will have a message saying the school is closed and the website will be updated; Twitter, Instagram and other social media platforms will be updated.

Staff will operate from home via Google Meet (for meetings/face-to-face appointments/therapy), Google Classrooms and Meet (for lessons), and online software platforms. The school phones will be diverted to school mobiles which will be monitored by staff from home. Duty Manager will arrange substitutes where teachers may be unavailable due to illness.

Chromebooks will be issued to pupils who don't have computers at home if time allows. Where pupils do not have access to the Internet, paper resources will be provided if time allows.

The finance function will immediately issue the next term's invoices, and will continue to pay suppliers and honour direct debits set up.

Any staff disciplinary processes will be paused until school resumes.

We will be guided by advice from JCQ and Exam Boards regarding public examinations.

The staff living near each school will be responsible for ensuring the property is secure and remains in good condition eg. turning off the water in the event of a leak. These people are responsible for accepting packages, particularly exam materials. At The Swan, the security of the property will be assisted by Swan CIC staff and volunteers who work at the site. CCTV is also available at The Swan.

Animals at GRK will be rehoused to staff homes.

If the Internet ceases to function, communication/lessons/meetings will wait until it is functioning. If Arbor does not work the latest paper list of parents and pupils will be used with school or staff mobile phones to contact parents. Attendance records will be maintained on paper until it is functioning. If CPOMS doesn't work a paper record will be kept and the Designated Safeguarding Lead will be informed by phone. If

Xero does not work, finance activities will wait until it is functioning. If online banking is unavailable activities will resume when it is functioning.

For extended school closure there will be a reintegration process for pupils which will be communicated by the Duty Manager.

Schools will be subject to a deep clean before pupils return as required.

Should the school be closed due to a failure of the premises, alternative premises will be sourced e.g. Leisure Centres, Community Halls etc or virtual school will operate to allow the school to function until the building is restored.

In all emergencies the following guidelines will indicate how the situation should be handled:

- The Duty Manager (normally the Head of School) shall attempt to get as much factual information as possible, and will decide to whom it should be communicated, and how. Google Chat is the default communication tool for staff and for documenting the situation as it progresses. Letters to take home is the default communication tool for parents and pupils, should that not be appropriate Arbor text and email is the next default communication tool for parents and pupils.
- Where necessary, steps will be taken immediately to ensure the welfare and physical safety of pupils, staff and volunteers/visitors, by evacuating the premises, alerting medical services, police, and/or other relevant emergency services. Pupil's prescribed medication will be taken from school premises where it is safe to do so, to accompany that child.
- Pupils will be reunited with their families as soon as possible. They will only be released once a parent or carer has given permission.
- Where it has been necessary to evacuate pupils and staff or volunteers/visitors, they will assemble at designated Assembly Point for each premises.
- If the building cannot be reoccupied following an evacuation, Green Room School pupils will be escorted to a designated safe place. GRW/GR6 - The Windsor Leisure Centre, GRK - Country Market, where a register will be taken.
- Where it is deemed necessary, the Executive Leadership Team will meet to decide on changes to strategy, and if there is sufficient time, a Trustee meeting will be called. The aim will be to assist in deciding, for example:
 - if the school should continue as normal
 - if and how the school should be represented at funerals/hospital(s) etc.
 - if external support agencies should be invited into the school to deal with possible cases of Post Traumatic Stress Disorder in staff, pupils or volunteers.
 - other support that may be necessary for the school, the staff, the pupils or volunteers
 - actions to be taken to help the school/farm/pub as a community to come to terms with the relevant events, etc
- Class teachers and support staff will monitor the return of school pupils involved in traumatic events. The Management team will also be aware of the needs of the staff that may have been involved.
- There will be a review of all incidents/closures to see what The Green Room could learn and therefore improve the management of future incidents/closures.

In addition please see the First Aid Policy and the Health & Safety Policy.

Note all staff have:

Keys to their usual place of work

Contact numbers for all staff (subject to mobile phones working).

Contact information for all pupils and their parents (subject to Arbor and the Internet working)

Policies and Procedures (subject to the Internet working)

ELT staff have:

Contact information for Trustees and Advisors (subject to mobile phones working)

This policy is approved by the Co-CEO of The Green Room Foundation

Date:

Co-CEO:
