

EMERGENCY PROCEDURES

Unexpected School Closures Due To Severe Weather Conditions

In the unlikely event of the school having to delay its opening due to bad weather or for any other reason, please do **not** ring the school. Parents and students should seek information on the school website www.yateleyschool.net or the Hampshire website which gives school closure details <http://www.hants.gov.uk/schoolclosures> . We will also inform parents of a closure through Schoolcomms either by email or through the Schoolcomms app if you have downloaded it.

In the event of the school having to close during the school day, parents who work or know they will not be at home should ensure that their child is aware of what to do should an emergency arise. It is essential that your child knows where to go and is not wandering around the area unsupervised.

It is essential for the school to have your correct address, telephone number, and any other telephone numbers where you or a relative may be quickly contacted in the event of an emergency. Please make sure that we keep this information updated by informing us of any changes in your circumstances as soon as they occur.

ARRANGEMENTS FOR BROADMOOR ALARMS and other external threats to the safety of students

Although escapes from Broadmoor are thankfully infrequent, we take all alerts very seriously and take the following steps to ensure the safety of students if the alert happens during the school day.

If the escape siren is sounded during school time

All alarms will be treated as an escape (except the weekly siren test on Monday 10.00am).

The receptionist will make **six short, rapid rings of the bell**

- 1. LESSON TIME** - An immediate teaching class register of students should be called during lessons. The school's reception should be informed by phone immediately of all students unaccounted for. This information of missing students will then be shared with the Attendance Officer and House Centre to clarify. Students should stay in their classroom until given permission to move.
- 2. BREAK OR LUNCH TIME** – Students and staff should head to their next lesson quickly and follow step 1 regards register procedure.
- 3. BEFORE SCHOOL** – Students and staff head to their tutor room quickly and follow step 1 regards register procedure.
- 4.** It is the parent's responsibility to make arrangement for their child to be met and accompanied home at the end of the school day.
- 5.** If there is still a problem in the vicinity, but the risk is sufficiently reduced to enable the normal school to operate, then:
 - a) The fire siren will be used to collect everyone together (as per the fire drill procedure)
 - b) Students and staff will be briefed about arrangements for lunchtime and the end of school

Lunchtime: No students will be allowed out of school. If necessary, students will be given credit to buy lunch from the school refectory.

No students will be allowed to leave school during the school day for appointments etc unless collected by a parent or named adult.

End of the school day – Special dismissal arrangements apply which will be informed to students during their last lesson

1. Students who go home by school bus (as long as they do not have a walk in a remote area when they leave the bus) may be dismissed first. Those that do have to walk in a remote area must stay in school until collected by a parent or named adult.
2. Students who are met or collected by parents or other named adults living in Yateley may be dismissed next. They must go to the front of school to await collection.
3. All other students should be taken to the School Hall where they will be warned of the possible danger of the situation. They will then either be allowed to walk home in neighbourhood groups or have to wait for collection by a parent or

named adult, depending on the Senior Staff's assessment of the risk.

If parents have any concerns regarding these arrangements for their son or daughter, they should tell them to stay in school where they will be supervised until they can be collected by a parent or named adult.

In the case of the escape siren being sounded before students leave home for school:

Students in this case are under parental jurisdiction. They should not be sent to school until they can be accompanied or their safety in some other way ensured.

If the 'all clear' sounds during school time, students who are at home should be sent to school at that point.

FREEDOM OF INFORMATION ACT

Under this Act certain school documentation is available. Please contact the Data Protection Officer at school for further details.