



Whole Academy Safety and Security Policy

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.

Responsibility:	Executive Principal/Joint Heads of Academy/Director of Finance & Premises
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1. INTRODUCTION

Plume Academy recognises and accepts its corporate responsibility to provide a safe and secure environment for its students, staff and visitors to the academy

The academy's security procedures will operate within the framework described in this policy. Where appropriate, the Trust will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Plume Academy will provide staff with enough resources, information and training to implement the stipulated security procedures. The Trust must be informed on every occasion of breaches and failures of the policy to enable them to investigate and take any corrective action necessary to ensure the safety of students and staff and visitors.

2. ORGANISATIONAL RESPONSIBILITIES

The following groups and/or individuals have responsibilities for ensuring the security of each academy campus.

2.1. PLUME ACADEMY

Plume Academy will:

- ensure that the stakeholders of the academy are aware of the security policy and that this is implemented successfully;
- monitor the performance of the academy's security measures;
- delegate the day to day implementation of the policy to the Executive Principal, Joint Heads of Academy and Director of Finance and Premises.
- review the policy on an annual basis.

2.2. THE Executive Principal/Heads OF Academy

The Executive Principal, Joint Heads of Academy and Director of Finance and Premises will:

- ensure arrangements within the academy comply with the security policy;
- ensure that all staff within the academy receive information, instruction and training in the security policy and its procedures;
- establish a system for reporting, recording and investigating breaches of the policy and take reasonable steps to prevent reoccurrence;
- ensure that all visitors, contractors and agency staff adhere to the security policy; and
- monitor the implementation of the policy and security arrangements.

2.3. STAFF MEMBERS

All staff members will:

- comply with this policy and the arrangements made by the Executive Principal, Joint Heads of Academy and Director of Finance and Premises to ensure the safety of students, staff and visitors others on site; and

- report immediately any breaches of the security policy to one of the Executive Principal, Joint Heads of Academy and Director of Finance and Premises.

2.4. STUDENTS

All students will:

- be encouraged to exercise personal responsibility for the security of themselves and others; and
- cooperate with the arrangements made for the security of the academy.

3. ARRANGEMENTS

The academy must have adequate arrangements to ensure the safety and security of students, and other persons using the academy premises.

3.1. INFORMATION AND COMMUNICATION

- All staff must be aware of the academy's security procedures, especially staff who have been given a specific role to play within them.
- All staff inductions will include an overview of their role within academy security. This must be recorded on the employee's induction record.
- Security arrangements must be communicated to all third parties that use the premises and grounds. All site users will be expected to comply with the security arrangements as a condition of shared use of the building.
- Parents/carers must be informed about the security arrangements and any part they are expected to play, for example, when visiting the academy.

3.2. CONTROLLED ACCESS AND EGRESS DURING THE ACADEMY DAY

Controlled access is a combination of measures to ensure that unauthorised visitors do not present a risk to students or staff.

The extent of physical controls, such as fences, must be decided by a robust risk assessment of the physical environment, measured against the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk.

Access Control - The academy makes all reasonable efforts to restrict access to the buildings and prevent unauthorised access to students and staff. This is managed through a system of fencing, gates and door entry systems operated by ID card control. Reception staff are positioned throughout the academy to operate as gatekeepers to visitors.

3.3. SECURITY OF THE BUILDING

- An effective intruder alarm is in operation for all buildings. This alarm meets the requirements of the Academy's insurers, Zurich Municipal.

- Security lights must be on whilst the premises are occupied after dark. PIR activated lights are acceptable in order to reduce energy usage.
- Class teachers are to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- Cleaners will provide a second 'check' on the integrity of the building and a final sweep of the premises is concluded every evening by the Evening Caretaker/Supervisor who will provide the final lockdown of the buildings and grounds for each campus.
- External doors must not be left open/unlocked.
- The Premises Manager must ensure external gates are secured at the agreed times.
- The last key holder to leave the premises is responsible for securing the building if they leave after the Site Team. At Mill Road Campus this will be the last caretaker and at Fambridge Road this will be the Evenings Caretaker/ Lettings Supervisor.

3.4. ALARM CALL-OUTS

All Site Team operatives are key holders. If a key holder is contacted as a result of an alarm activation, if they believe there is an intruder in the building, they must wait a safe distance away from the academy until the Police arrive. If necessary, a member of SLT should be contacted for support.

3.5. EXTERNAL AREAS

All external areas within the academy are to be secured by means of physical restrictions such as fencing and padlocked / coded gates.

3.6 PEOPLE MANAGEMENT AND CONTROL OF VISITORS AND CONTRACTORS

Plume Academy acknowledges its duty of care to ensure the safety of all our students, staff and visitors. Critical to this is the monitoring and control of all adults who come into contact with our students. To ensure the safety of all students the following must take place in each academy:

- all staff must be fully vetted before joining the academy, including the taking up of references and checks with the Disclosure and Barring Service (DBS);
- a Single Central Register of visitors to each site must be maintained by the Director of HR;
- all regular volunteers, visitors and contractors must have DBS checks before working unsupervised with/around our students, or moving unaccompanied around the academy;
- visitors to the academy must wear identification badges to enable the identification of unauthorised visitors by staff and students; and
- employees must wear their ID badge at all times when on site. Regular visitors who have satisfactorily passed the DBS checks must wear a **GREEN lanyard**. Non-regular visitors who are not known or DBS checked recently by the academy directly, shall be accompanied at all times by an employee of the academy and must wear a **YELLOW lanyard**.

3.7 COOPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS

Plume Academy's security arrangements have taken into account any third parties that use the academy's buildings or grounds. In most circumstances, the arrangements for the academy will be equally applicable for the third parties. Additional security measures that apply to the groups listed, are provided below. All after academy clubs are to be managed and supervised by existing academy staff who have enhanced DBS checks.

Community use - community groups must sign a letting form that states that they have appropriate public liability insurance, child protection and first aid arrangements in place and have received information regarding health and safety, security and emergency procedures.

3.8 SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel may not always have DBS clearance. However, if they have not been DBS checked, they must not have unsupervised access to students and must therefore be escorted whilst on academy grounds at all times.

If the academy has been advised by his/her employer that the contractor has a clear, current DBS check, and has received notification in writing on headed paper of the DBS reference number and date of check, they will be able to move around on site unaccompanied but whilst wearing the appropriate identification.

3.9. LONE WORKERS

Lone working is to be avoided if at all possible and Risk Assessments must be completed where lone working is identified.

Please see the Lone Working Procedures which is held within the staff handbook.

3.10. PHYSICAL SECURITY MEASURES

Plume Academy has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of our staff and students. The academy must review the provision of physical security measures on a regular basis in the form of site security Risk Assessment.

The Risk Assessment must take into account:

- the location and layout of the academy;
- past incidents related to security;
- the performance of other security measures already in place or that could be implemented;
- and
- the cost of physical security improvements and the availability of funding.

Where justified, by the consideration of the risk, the academy must ensure that physical security measures are installed. Where physical controls are not justified, the academy must ensure that other controls are implemented to ensure the safety of our staff and students.

Where electronic controls are installed, for example alarm systems, they must be maintained as recommended by the manufacturer/ qualified engineer.

3.11. TRESPASS AND NUISANCE

In the first instance, members of the Senior Leadership Team within the academy should consider the level of risk and may approach an unauthorised member of the public. If our students are outside, it might be necessary to take our students back to their classrooms. However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of our students or staff, as well as violence to any individual. Any such situation will be contained as appropriate at the time, but as this is a criminal offence the academy should always refer matters to the Police without delay.

3.12. SERIOUS INCIDENTS OR THREATS

In the event of any serious incident, staff should:

1. Stay calm.
2. Minimise the risk to themselves, the students and others.
3. Seek help as soon as possible.

The welfare, security and protection of our students, staff and visitors will take precedence over any other action required to contain the situation.

The Executive Principal / Joint Heads of Academy or other senior members of staff must be informed without delay. A decision will then be made as to what action to take which may involve contacting parents/carers or the Police.

After any such event, a detailed report must be prepared by a nominated individual, for presentation to the Board of Trustees. If required, an emergency meeting will be held by the Trustees to review, make recommendations and take any additional action.

Statutory bodies, such as the Police, the Local Authority, etc., will be informed and consulted as required. The academy should seek to follow best practice guidelines in its response and handling of threats and incidents.

3.13. THEFT AND BURGLARY

Academy's are not immune from burglary or from theft of belongings, monies and the personal items of stakeholders. Our academy must take an active stance on this with items of high value added to the academy inventory and the speedy banking of all monies, so that large sums are not left on the premises.

Valuables left on any campus should be stored in a locked cabinet. Suitable locks must also be used on doors and windows. Each academy must actively encourage personal security awareness. Students and staff must be discouraged from bringing items of high value to academy.

Any incident of theft will always be investigated.

3.14. CCTV

Plume Academy makes use of CCTV systems as part of our security procedures. These systems have the ability to record incidents to enable evidence to be presented to the appropriate authorities.

The academy must ensure:

- adequate signage is present;

- data protection regulations are followed;
- they have registered with the ICO;
- members of the public cannot see any images being recorded; and
- a log is kept of times the footage is accessed.

Our separate CCTV Policy for more detail guidance and compliance with the Data Protection Act 2018.

3.15. CASH HANDLING

Plume Academy is expected to avoid keeping cash on the premises wherever possible. Safes must be used and kept locked at all times (Safe insurance Limit £5,000). Staff must avoid handling cash in visible areas. Any money requiring banking should be taken at irregular times, particularly where substantial sums are involved.

More details are provided in the Financial Regulations & Scheme of Delegation.

3.16. ITEMS OF VALUE

All items above the value of £1000 (or desirable items) must be recorded in the academy's asset register. Items of value, such as portable equipment with a value over5 £250 must not be left unattended in rooms where there is public access. In such locations, the room must be locked when it is vacated.

Wherever possible, valuable items must not be left where visible from outside. The security risk assessment must take into account the location and security arrangements for high value equipment, for example, ICT equipment.

3.17. SECURITY OF EQUIPMENT

All items of equipment within the academy are the property of the academy and as such, must be kept well maintained and secure at all times. Staff may be permitted to take some mobile equipment out of the building but they must complete an authorisation form signed and authorised by an appropriate member of the Senior Leadership Team.

3.18. DATA SECURITY

It is important that computer data used for administration is secure as far as is practical and reasonable from accidental or malicious damage or loss.

To ensure this:

1. Computers used in each academy must be equipped with up-to-date anti-virus software.
2. Frequent backups must be taken of important data which are stored remotely. This will minimise the time needed to return to normal service in the event of disruption.

3.19. PERSONAL PROPERTY

Personal property will remain the responsibility of its owner. This includes staff, students and visitors. All building users should be discouraged from bringing to the academy any valuable personal property.

Lost property should be handed to the main Academy Office where it will be kept for 3 months before disposal.

3.20. MEDICINES

There are on occasion times when students may bring in prescribed medicines which must be taken during academy time. Parents/carers will provide such medicines in suitable and labelled containers. These containers will then be locked in the academy's medicine cabinets.

Arrangements for the administration of medicines are detailed in the First Aid Policy (section 7 – pages 7-8)

3.21. CURRICULUM ACTIVITIES

Students should be made aware of security issues according to the level of their understanding. Where appropriate, they must be:

- encouraged to be security conscious e.g. never open external doors to adults other than known staff;
- discouraged from approaching any adult who they do not know and to tell a safe adult;
- taught how to take care of themselves and others.

3.22. Fire Evacuation

The academy will maintain a separate fire evacuation policy for all staff and students which will:

- require fire drills at least three times per year per campus (ideally once per term per campus) – a false alarm/ accidental alarming will count towards the number of fire drills required;
- identify Fire Marshals for each campus;
- take into consideration the needs of all students and staff including those with restricted mobility;
- provide adequate equipment to support the needs of all stakeholders;
and
- maintain a register of all fire drills/ accidental and false alarms recording the time taken to evacuate all persons from the building.

The site manager is responsible for arranging the annual testing of the fire alarm systems and for the regular checking of all of the academy's extinguishers.

Detailed arrangements for the management of fire safety and evacuation are detailed in the Fire Evacuation Policy and the Evacuation of Non-Ambulant Staff & Students Policy.

4.0 RISK ASSESSMENT

A security risk assessment must be completed annually. The findings will be used in the review of this Security Policy.

5. MONITORING AND REVIEW

The Executive Principal/Joint Heads of Academy and Director of Finance and Premises must monitor the performance of this policy and report breaches, failings or security related incidents through the appropriate channels including the Board of Trustees and the relevant external organisations.

This policy will be reviewed annually by the Trustees.

- **6.0 Appendices & Supporting Reference Information:**

- APPENDIX 1 Site Information
- APPENDIX 2 Contact Details - Local Authority
- APPENDIX 3 Contact Details - Local Radio Stations
- APPENDIX 4 Contact Details – Other Organisations
- APPENDIX 5 Evacuation
- APPENDIX 6 Shelter
- APPENDIX 7 Lockdown
- APPENDIX 8 Academy Closure
- APPENDIX 9 Business Continuity
- APPENDIX 10 Communications
- APPENDIX 11 Notification of Incident
- APPENDIX 12 Bomb Threats
- APPENDIX 13 Suspicious Packages
- APPENDIX 14 Log Keeping Guidelines

APPENDIX 1 - Site Information

FRC – Fambridge Road Campus

MRC – Mill Road Campus

Utility supplies	Location	Notes / instructions
Gas	FRC – opposite Flex Learning FRC – Outside main dining room FRC – Inside Flex Learning MRC – In cellar under corner office next to Yr 8 exit/ entrance	Meter/ serial numbers available in Premises Managers office
Water	FRC - Behind main dining room in grass area MRC – Inside Dyers Road main gate	Meter/ serial numbers available in Premises Managers office
Electricity	FRC – Science/ DT corridor in cleaning cupboard MRC – Opposite kitchen	Meter/ serial numbers available in Premises Managers office
Heating	FRC1 – Main boiler next to MBE office FRC2 – Secondary Boilers underneath reprographics MRC – Main boiler - In cellar under LJA's office	Boiler instructions and service manuals available from the Premises Managers office

Internal hazards	Location	Notes / instructions
Asbestos	Full Asbestos Register in Site Managers office	Asbestos is prevalent in most academy buildings and each location is identified in the register.
Chemical store(s)	Science Faculty at both MRC & FRC. All Cleaning cupboards and stores – both sites.	COSHH records and product notices retained in the same location as the chemicals.
Gas Cylinders	DT Faculty – inside locked cage behind DT classes	COSHH records and product notices retained in the DT office. Key to cages retained in DT office.

APPENDIX 2 - Contact Details – The Local Authority

* Leave this field blank for use during an emergency as we may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Emergency number	County Hall	03456037627		
Children's services	County Hall	03456037627		
Media / communications	Communications Team Media Team	01245 434745 033301 32800		
Property	Essex (infrastructure)	033301 31861/31868		
Transport	Essex Transport	0345 6032200		
Hedingham Buses	Essex Transport	01206 769778		
Fords of Althorne (Fords Coaches)	Essex Transport	01621 740326		
Educational visits	Essex	01245 221020		
Emergency planning	Maldon District Council	01621 854477		
Health and safety	RIDDOR	08453 009923		
Risk / Insurance	Zurich Municipal (Brokerage via ECC)	03330 139819		Policy Number: KSC-242046-5503
Legal	Stone King LLP	020 7796 1007		Existing Retainer Client
Educational psychology	Essex	03330 138913		

Occupational Health	Essex	03330 139804		
Essex Safeguarding Manager	Jo Barclay (Essex)	07775 030021		

APPENDIX 3 - Contact Details - Local Radio Stations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Radio station	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes (e.g. coverage, frequency)
BBC Radio Essex		Newsroom 01245 616066		
Heart Essex		01245 524500 (general) 01245 525252 (studio) 01245 525252 (travel news)		
Chelmer Radio	David Baker	07881 678418 studio@chelmerradio.com		

APPENDIX 4 - Contact Details – Other Organisations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Contact details	Notes
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)	
Fire & rescue service	Tel: 999 (24 hour)	
Ambulance service	Tel: 999 (24 hour)	
National Health Service	Tel: 111 (24 hour)	
Department for Education	Tel: 0370 000 2288 (office hours, general enquiries) Monday to Friday, 9:30am to 5pm DfE incident support helpline Telephone: 0800 046 8687 Monday to Friday, 8am to 4pm	
Regional School Commissioner's Office	rsc.eastlondon@education.gov.uk	RSC = Jonathon Duff (April 2022)
Foreign & Commonwealth Office	Tel: 0207 008 1500 (24 hour, consular assistance)	If abroad, please dial: +44207 008 1500
Environment Agency	Tel: 0845 988 1188 (24 hour, floodline)	
Met Office	Tel: 0370 900 0100 (24 hour, weather desk)	
Health and Safety Executive	Tel: 0845 300 9923 (office hours, incident contact centre) Tel: 0151 922 9235 (24 hour, duty officer) Tel: 0151 922 1221 (24 hour, duty press officer) Tel: 0845 3009923 (accident reporting RIDDOR)	

Teacher Support Network	England: 08000 562 561 (24 hour) Wales: 08000 855 088 (24 hour) Scotland: 0800 564 2270 (24 hour)	The Teacher Support Network can provide practical and emotional support to staff in the education sector and their families.
Trade union	NEU 020 3006 6266; NASUWT 020 8294 0011; GMB 01245 345165; UNISON 01245 354044; ASCL 0116 299 1122; NAHT 0300 3030333; ASHE Simon Thompson 01279 816188,	
Utility supplier (gas)	PES 01245 362900	
Utility supplier (water)	PES 01245 362900	
Utility supplier (electricity)	British GAs Emergency number 0800 072 8625	
Utility supplier (heating)	British Gas 0800 111 999	

APPENDIX 5 - Evacuation

Signals	
Signal for fire evacuation	Continuous bell
Signal for bomb evacuation	Continuous bell
Signal for all-clear	Bell stops
Signal for intruder on site/lockdown	Intermittent bell

Assembly points - fire evacuation	
Fire evacuation assembly point A	FRC – Tennis courts MRC – Netball Court behind Drama
Fire evacuation assembly point B	FRC – Fambridge Road Field MRC - Field

Assembly points - bomb evacuation	
Bomb evacuation assembly point FRC	Fambridge Road Field
Bomb evacuation assembly point MRC	Bottom far corner of the field or nearest to the Prom

APPENDIX 6 - Shelter

Signals	
Signal for shelter	Email and individual class delivered messages
Signal for all-clear	As above

Upon hearing the shelter signal, take the action below.

Ref	Initial response - shelter	Tick / sign / time
S1	Ensure all students are inside the academy building.	
S2	If appropriate, move students away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if deemed appropriate to do so.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	If relevant, check for missing / injured student's staff and visitors.	
S6	Reassure our students as and when deemed necessary.	
S7	Notify parents / carers of the situation as soon as possible but whilst endeavouring not to cause alarm at the same time.	
S8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

APPENDIX 7 - Lockdown

Signals	
Signal for lockdown	Intermittent bell
Signal for all-clear	Cessation of the bell and 'ALL CLEAR' messages on all screens.

Lockdown	
Rooms most suitable for lockdown	The room you are currently in, or the nearest available room with a lock.
Communication arrangements	<ul style="list-style-type: none"> ▪ Two-way radios ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email
Notes	

Upon hearing the lockdown signal/reading the onscreen message, take the action below. If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site as soon and as safely as possible.

Ref	Initial response - lockdown	Tick / sign / time
L1	Ensure all students are inside the academy building. Alternatively, ask students to hide or disperse if this will improve their safety.	
L2	Lock/secure entrance points (e.g. doors, windows) if possible and safe to do so to prevent the intruder(s) entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. 	

L5	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, and it is safe to do so, check for missing / injured students, staff and visitors.	
L7	Remain inside your respective room until an all-clear has been given, or unless told to evacuate by the emergency services.	

APPENDIX 8 - Academy Closure

Ref	Generic actions - initial response	Tick / sign / time
SC1	<p>Assess the need for closure. Consider whether any mitigation measures are possible, such as:</p> <ul style="list-style-type: none"> ▪ Partially opening the academy to some students ▪ Asking a local school/academy for assistance ▪ Purchasing infection control supplies (in the event of a public health incident). 	
SC2	If necessary, assemble a Plume Academy Emergency Team (PAET) meeting.	
SC3	Seek support from other organisations (e.g. the local authority) as appropriate.	
SC4	<p>Ensure that everyone who needs to be aware of the closure is notified, using the most suitable options in appendix 6. It may be appropriate to inform:</p> <ul style="list-style-type: none"> ▪ Students ▪ Parents / carers ▪ Staff ▪ Trustees ▪ Local radio stations ▪ The local authority ▪ Maldon District Council (MDC). 	
SC5	If the closure takes place during the academy day, arrange transport for students as necessary.	
SC6	If the closure takes place outside academy hours, at least one member of staff should be present at the academy entrance at the beginning of the academy day, to ensure that any students who do arrive are informed of the closure, and to check students are able to return home safely.	
SC7	Make alternative arrangements for public exams if necessary.	

If the academy is likely to be closed for a significant period of time, consider the actions below.

Ref	Generic actions - ongoing response	Tick / sign / time
SC8	Ensure students, parents/carers, governors and the media are regularly informed of developments.	

SC9	Consider how students with Special Educational Needs and Disabilities (SEND) or medical needs may be affected if the academy remains closed for an extended period of time.	
SC10	Ensure the security of the academy's premises.	
SC11	Put in place arrangements for remote learning (please see appendix 2).	

APPENDIX 9 - Business Continuity

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency, do not attempt to recover any records or equipment unless it is deemed safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	Various offices in subject areas around both the sites	Loss of ability to moderate held coursework should be marked as soon as possible and recorded electronically.	No such back up measures for physical items. Marks should all be available electronically and restored from backups.
Examination papers	Stored in locked cabinets	Short term impact on examinations that are currently sat. Medium and long term should not be an issue other than a possible issue with where they are sat.	Most papers can be downloaded in an emergency by the Examinations Officer through board websites
Asset registers / equipment inventories	Electronic	-	-
Insurance documentation	Electronic	-	-

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	<i>Stored on server which is backed up daily and retained for a year. Back-ups stored/ mirrored on the opposite campus.</i>	Loss of ability to moderate held coursework should be marked, however.	No such back up measures. Marks should all be available though

Contact details	<i>Held in SIMS and backed up. Also available via the cloud</i>	Short term inability to contact staff and parents in an emergency.	<i>Back up on cloud will allow SIMS database to be installed on a standalone computer</i>
Financial information	<i>Held in PS Financials which is backed up. Backups stored/ mirrored on the opposite campus.</i>	-	-
Medical information	<i>Held in SIMS and backed up. Backups stored/ mirrored on the opposite campus.</i>	-	-

Remote learning	Notes / instructions
Website / extranet	Website hosted by wix.com Hosted externally – Accessed by Mark Beckett & Ryan Hutchings, IT Support
Email	Email is cloud based and hosted offsite by Microsoft
Post	Mail could be redirected if needed

APPENDIX 10 - Communications

Designated telephone lines	Contact number	Location of telephone
Incoming calls	01621 854811 – FRC 01621 879803 - MRC	Reception FRC Reception MRC
Outgoing calls	As above	As above

All relevant parties should be updated at regular intervals on the incident; even if no significant developments have occurred since the last time of contact.

Methods of communication	Notes / instructions
Answer phone	<ul style="list-style-type: none"> ▪ To be actioned at the start of each situation and updated accordingly
Academy website	<ul style="list-style-type: none"> ▪ To be actioned at the start of each situation and updated accordingly
Text messaging system	<ul style="list-style-type: none"> ▪ To be actioned at the start of each situation and updated accordingly
Local radio stations	<ul style="list-style-type: none"> ▪ To be actioned at the start of each situation and updated accordingly
Telephone tree	<ul style="list-style-type: none"> • To be actioned at the start of each situation and updated accordingly
Sign at academy entrance	<ul style="list-style-type: none"> • To be actioned at the start of each situation and updated accordingly
Newsletter	<ul style="list-style-type: none"> • To be actioned at the start of each situation and updated accordingly
Email	<ul style="list-style-type: none"> • To be actioned at the start of each situation and updated accordingly
Letter	<ul style="list-style-type: none"> • To be actioned at the start of each situation and updated accordingly
Academy social media accounts	<ul style="list-style-type: none"> • To be actioned at the start of each situation and updated accordingly

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

Group	Preferred method of contact	Contact details are available from
Students	Email, Twitter our website	
Parents / carers	Email, Twitter our website	
Governors	Telephone, Email, our website	
Extended services	Telephone, Email, our website	

APPENDIX 11 – Notification of Incident

Information about an incident may come from a number of sources (e.g. member of staff, student, parent / carer, member of the public, the emergency services or the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

Date and time of call:

Contact details of informant:

Date and time of incident:

Exact location of incident:

Details of incident:

Where is the informant now and where are they going?

People affected (including names, injuries, where they are, where they are being taken to):

.....

.....

.....

What arrangements are in place for people not directly involved in the incident?

.....

.....

.....

What advice have the emergency services given?

.....

.....

.....

Who has been informed?

- Executive Principal
- Joint Heads of Academy
- Trustees
- Students
- Parents / carers

- Police
- Fire & Rescue Service
- Ambulance Service
- Local authority
- Health and Safety Executive
- Foreign & Commonwealth Office
- Media
- Insurance company
- Professional Associations

Does anyone else need to be informed?

Are any other actions required?

- + **If the incident happened on an educational visit, please ask the questions below. You might already have these details but it could be useful to seek confirmation.**

Name of educational visit leader:

Nature of educational visit:

Number of students on educational visit:

Number of staff on educational visit:

Location of educational visit:

.....

.....

.....

If the incident happened abroad, do the Foreign & Commonwealth Office need to be notified?

.....

.....

.....

APPENDIX 12 - Bomb Threats

- + **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**

Time of call:

Telephone number you were contacted on:

Exact wording of the threat:

.....

.....

- + **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

.....

What kind of bomb is it?

.....

When will it explode?

.....

What will cause it to explode?

.....

What does it look like?

.....

Did you place the bomb? If so, why?

.....

What is your telephone number?

What is your name?

.....
.....

What is your address?

.....
.....

+ Try dialling 1471. You may get information on where the phone call was made from.

Did dialling 1471 work?

Time the call ended:

.....

+ **Contact the Police (999) and Executive Principal/Joint Heads of Academy immediately.**

+ **Carry out further actions based on Police advice, should they be cancelled.**

What gender was the caller?

- Male
- Female

Approximately how old was the caller?

Did the caller have an accent?

Did the caller use a code word?

Did the caller sound familiar?

What sort of voice did the caller have?

- | | | |
|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Well spoken | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Hoarse | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal | |

At what pace did the caller speak?

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Quick | <input type="checkbox"/> Slow |
|---------------------------------|--------------------------------|-------------------------------|

What manner did the caller have?

- | | | |
|---------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Excited | <input type="checkbox"/> Upset |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Angry |

Rational
 Irrational

Irritated
 Muddled

Other

Were there any distinguishable background noises?

.....

.....

Further notes to be add that may be relevant:

.....

.....

APPENDIX 13 - Suspicious Packages

Postal bombs or biological / chemical packages might display any of the following signs:

- Excessive wrapping
- Grease marks or oily stains on the envelope / wrapping
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan
- Discolouration, crystals or powder-like residue on the envelope / wrapping
- Visible wiring / tin foil
- Heavy weight for the size of the package
- Uneven weight distribution
- Too many stamps for the weight of the package
- Poor hand writing, spelling or typing
- Delivery by hand from an unknown source
- Wrongly addressed or come from an unexpected / unusual source
- No return address or a postmark that does not match the return address.

The likelihood of an academy receiving a postal bomb or biological / chemical package is low, however, if you do receive a suspicious package carry out the actions below:

Ref	Initial response - upon receiving a suspicious package	Tick / sign / time
SP1	Remain calm.	
SP2	Put the letter / package down gently and walk away from it: <ul style="list-style-type: none"> ▪ Do not touch the package further ▪ Do not move it to another location ▪ Do not put the package into anything (including water) ▪ Do not put anything on top of it. 	
SP3	Note its exact location.	
SP4	Evacuate the building, keeping people away from the room as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP5	Notify the Police (999) and the Executive Principal/Joint Heads of Academy immediately.	
SP6	Do not use mobile phones, two-way radios or sound the alarm using the break glass call points.	

If anyone is exposed to a potentially hazardous substance carry out the actions below:

Ref	Initial response - if exposed to a potentially hazardous substance	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others, and available for medical examination. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	
SP8	Ensure that ventilation / air circulation systems in the building have been turned off and that all doors (including internal fire doors) and windows have been closed.	
SP9	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention urgently.	

APPENDIX 14 - Log-Keeping Guidelines

	<i>Thursday, 19/05/2011</i>
<i>7.40pm</i>	<i>Received call from Jane Sutcliffe at the council. Report of a fire at school (although she's unsure which parts of the building are affected). Police and fire service are on-scene. Jane offered to send someone to the school to assist with the response - I gave her my mobile number and she'll let me know who will attend. I'll contact Philip Healy (caretaker) and we'll aim to arrive at school within half an hour.</i>
<i>7.50pm</i>	<i>Rang Philip. Number engaged.</i>
<i>7.55pm</i>	<i>Rang Philip. Told him about the situation and asked him to meet me at the school entrance as soon as possible. He'll be there for 8.15pm.</i>
<i>8.05pm</i>	<i>Received text message from Jane - someone from her team (Andrew Taylor) will meet us at the entrance in about 10 / 15 minutes. Mobile number for Andrew: 07802 388 07802 338 202.</i>
<i>8.20pm</i>	<i>Arrived at school, Philip and Andrew already there. Spoke to fire officer - one classroom ablaze, adjacent ones likely to be severely affected by smoke damage. Unsure of the cause but arson can't be ruled out at the moment. We'll have to close the school tomorrow. Also need to arrange a site visit in the morning (provisional time 8am).</i>
<i>8.40pm</i>	<i>Informed Anna Hughes (deputy headteacher) about the incident. Asked her to notify parents / carers that the school will be closed tomorrow. She'll arrange for other staff and governors to be told and put a notice on the school website. I'll contact the radio stations.</i>

Notes should be recorded in chronological order.

If you make a mistake don't try to overwrite the original text - cross it out with a single line and start again

+ Notes should be clear, intelligible and accurate.

- + **Include factual information.**
- + **Use plain and concise language.**
- + **Keeps records of any expenditure.**
- + **Do not remove any pages.**
- + **Do not use correction fluid.**