



Incident Management and Emergency Policy

January 2025



This policy will be reviewed annually
Policy reviewed: September 2025 ARF
Next review: September 2026 ARF

Incident Management and Emergency Procedures

This policy applies to all children in the school, including those in the EYFS.

Introduction

The aim of this document is to ensure that, in the event of any incident or emergency, all the staff at Wimbledon Common Preparatory School know what they should do and with whom they should communicate. Anyone who receives information on, or is witness to, anything which is likely to affect the school adversely must communicate this immediately to the Headteacher or in their absence the Deputy Head(s) or the School Secretary.

All staff are required to:

- Read this document;
- Ensure that a copy is always available for reference;
- Ensure they know the whereabouts of copies kept in school;
- Remind themselves of it at least once a term;
- Refer to it in case of crisis.

Each member of the SLT is issued with a copy of this document. Copies will also be held in the school office and are available on the shared drive.

Staff are expected to always act in a calm and sensible manner. It is essential that this is the case, particularly in a crisis. Common sense must prevail. Do not panic - the children rely upon us, and if we panic, they are more likely to do so, thus making the situation potentially far worse.

It must be emphasised that whilst no amount of planning can totally prevent accidents and problems, some can be prevented, and the effects of others minimised, by everyone taking sensible precautions.

For this reason, all staff must:

- Ensure they are familiar with the school's fire and emergency evacuation procedures;
- Ensure they are familiar with the school's security procedures (Appendix D) and know how to deal with unknown persons who are not wearing a visitor's badge;
- Follow the correct procedures when organising or on a school trip;
- Ensure that the children are signed in or out when they arrive late or leave early;
- Know the children they are teaching who have health problems or significant learning needs, particularly those with a diagnosis of ASD and how these should be treated;
- Not deal with a potentially dangerous situation on their own;
- Ensure they are familiar with the school's Health & Safety Policy.

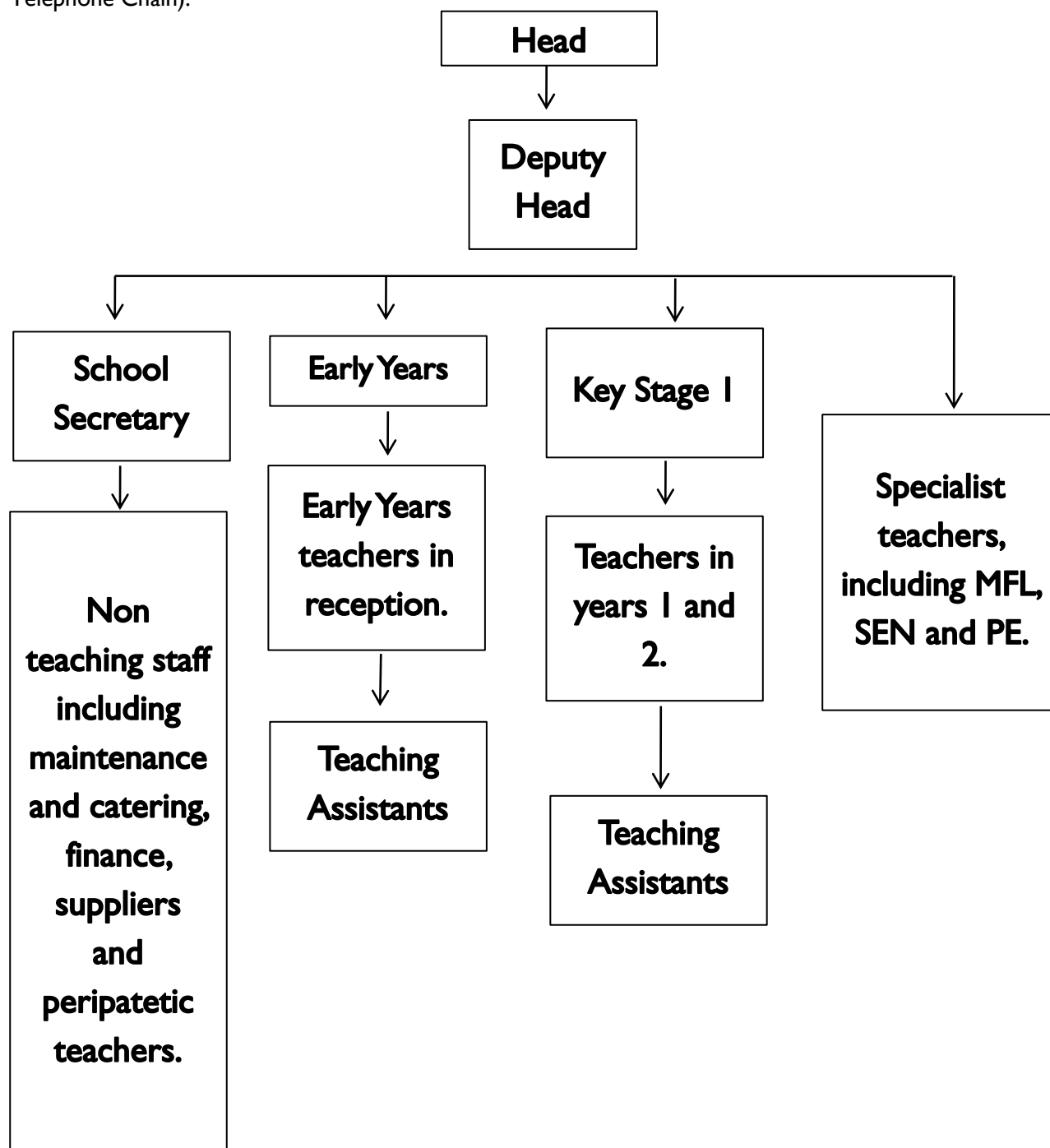
Communications

In the event of a crisis the Headteacher's office will be the central point for all communication, information and decision-making. The Headteacher is responsible for issuing any statements to the media (in consultation with KCJS). Other staff should not speak to external parties.

The School Secretary will deal with the emergency services (and any other essential services such as gas, electricity and water, as required).

The Headteacher and School Secretary will delegate as many associated routine responsibilities as possible and remain in the Headteacher's office. If either of them is unavailable, the Senior Leadership Team will stand in for them.

The Headteacher will take responsibility to inform staff by means of the chain outlined below (Emergency Telephone Chain):



Deliver your message clearly and briefly. Do not discuss anything further unless the message has not been understood.

Do not leave an important message on an answer phone. If you cannot reach a member of your chain, try again once all others have been contacted. Only phone those you have been detailed to phone. Do not offer to phone others as you may confuse or upset arrangements.

In a crisis, it is not always possible to keep to a plan. Use common sense. Do not tie up phone lines with extended conversations.

Incident at school during school hours

The School Secretary will call the relevant emergency services. In an extreme emergency, any member of staff should use common sense and call the emergency services. Whoever makes the call, must immediately inform the Headteacher. The School Secretary will meet the emergency services. The Headteacher will inform the SLT. Where casualties are involved, the School Secretary will take the names of those injured and details of the hospital to which they have been taken.

Evacuation

If the incident is not a fire, the Headteacher will authorise the evacuation of the buildings, if appropriate. Staff will be informed via the SLT.

There may be a situation where the evacuation of the children could make matters worse. In this case it would be important for everyone to remain in the buildings. Instructions would be relayed by a member of the SLT.

There may be a situation where evacuation is considered necessary but the designated assembly point – the playground – is inaccessible or not appropriate. In this case evacuation will be to KCS main field by means of the most appropriate and safest exit point from the school.

In the event of an evacuation being needed, the School Secretary will take responsibility for taking the Emergency Grab Bag (which will be stored in the school office) to the evacuation point. The Emergency Grab Bag will contain the following:

Fluorescent Jackets labelled WCPS +

- “Incident Officer”.
- “Safety Officer”;
- “Liaison Officer”
- Yellow flashing beacon
- 4 Clipboards with pens and paper
- Copy of emergency plan + spare copy of: Full staff contact list, Emergency support telephone numbers (local council etc.), School List.
- 4 torches (alkaline batteries changed every year)
- Hazard marking tape
- Gaffer tape
- 2 hard hats
- 2 pairs industrial gloves

Teachers/TA's are responsible for taking children's auto-injectors and inhalers from the classrooms. Emergency auto-injectors and inhalers should also be taken from the side wall of the Headteachers office and Orchard Hall.

If the need should arise for the school to evacuate off of site, our external evacuation point is: **St John's Church, Spencer Hill, Wimbledon, SW19 4NZ (see Appendix E for route and site logistics).**

Contact details are Rachel Rowell admin@stjohnswimbleton.co.uk 07943954959 and Jane Long wardens@stjohnswimbleton.co.uk 07757 253077. The church door key is located in an envelope in the grab bag.

Missing Child Procedure on school site

In the event of a member of staff suspecting that a pupil is unaccounted for, they will inform the Headteacher of the situation. Investigations will be made by the Headteacher and any other relevant information should be obtained from the pupil's teacher and peers as to the state of mind or personal problems of the child which could have a bearing on the situation.

The Headteacher will instigate a thorough search of all school buildings and grounds and the following procedures will apply:

- Stay calm and instigate a search of the immediate area in particular areas such as toilets, cupboards and other areas of a size capable of hiding a child;
- Doors and gates to be checked to see if there has been a breach of security whereby a child could exit the premises.
- The Headteacher will allocate duties to staff:
 - i) supervise those children present;
 - ii) execute a further search of all rooms in the school and outside areas with the assistance of other members of staff available.
- A senior member of staff will talk to staff and any other adults to establish what has happened;
- One or more members of staff to be delegated to check local roads;
- If the child is still missing the following procedures must be followed:
- Parents must be contacted at this stage by the Headteacher or most senior member of staff available;
- Check the school medical records to obtain any relevant medical information regarding any medical condition or medication being taken.
- The Headteacher or member of the SLT will contact the police stating:

This is Wimbledon Common Prep School, 113 Ridgway, Wimbledon SW19 4TA

We have a missing child and give:

- Name of the child
- Age
- Length of time unaccounted for
- Last known location
- Detail of clothing worn

The caller will also have to give his/her name and the address and phone number of the school:

Wimbledon Common Prep School,
113 Ridgway, Wimbledon SW19 4TA

Tel: 0208 946 1001

On arrival of the police all relevant parties and, if requested, other staff will assist in any search procedure instigated by the senior police officer in charge. All relevant information should be passed to the police officer in charge at this stage.

A complete account of the incident must be recorded in the Incident File.

If a child has been removed from the school by an unauthorised person, the child's parents and the police will be contacted immediately.

Incident on a school outing

The Group Leader will take charge in an emergency and follow the procedures laid down in the Educational Visits Policy.

In the event that the Group Leader is unable to carry out their responsibilities, the Deputy Group Leader will assume all responsibilities.

All adult helpers on school outings must have a copy of the emergency procedures, including the Missing Child procedures, risk assessments for the outing and any other relevant information.

The Group Leader's responsibilities are to:

- Delegate all routine responsibilities to the deputy Group Leader;
- Establish the nature and extent of the emergency as quickly as possible;
- Ensure the safety of all members of the group(s);
- Identify any casualties and get them immediate medical attention;
- Ensure that any casualties taken to hospital are accompanied by a teacher and that the rest of the group are adequately supervised and kept together;
- Ensure that emergency procedures are being followed by the group;
- If considered safe to do so, arrange for one adult to remain at the site of the incident to liaise with the emergency services until the emergency is over;
- Inform the school. Information given should include details of the incident, where it occurred and the date and time, details of the persons concerned, any injuries and action taken so far;
- Notify the police if necessary;
- Take names and addresses of witnesses, if appropriate and make notes of the incident when the situation is under control;
- The member of staff at the school taking the call from the group leader or deputy group leader must inform the Headteacher immediately;
- The Headteacher will contact the SLT as appropriate and inform parents and issue a statement to the media if required (in consultation with KCS).

a) Child or staff injury:

Minor injuries: should be dealt with as laid down in the First Aid Policy and recorded in the appropriate manner.

In the event of an injury requiring hospital treatment, the Group Leader should:

- Arrange for an ambulance to attend using the 999 service;
- Contact the school who will contact the patient's next of kin, giving them full details of the incident and arrange for them to meet the ambulance at the hospital;
- A member of staff must accompany the patient to the hospital in the ambulance, and if necessary, in extreme circumstances, act in *loco parentis* to authorise treatments.

Emergency Response to Anaphylactic Reaction

Purpose

To ensure a swift, calm, and age-appropriate response to an anaphylactic reaction in young children, prioritising their safety and emotional wellbeing.

b) Recognising Anaphylaxis in Young Children

Children aged 4–7 may not be able to clearly express symptoms. Staff should be alert to:

- Sudden swelling of lips, face, or tongue
- Difficulty breathing, wheezing, or coughing
- Flushed skin, hives, or rash
- Complaints of tummy pain, nausea, or feeling "funny"
- Sudden tiredness, confusion, or collapse

Immediate Actions

1. Stay calm and reassure the child using simple, soothing language.
2. Call 999 immediately and say: "Child having an anaphylactic reaction – emergency treatment needed."
3. Administer the child's prescribed Adrenaline Auto-Injector (AAI) into the outer thigh:
4. If the child's AAI fails or isn't in close proximity, use the emergency ones.
5. Note the time of injection and inform paramedics
6. If symptoms persist after 5 minutes, and a second AAI is available, administer it.
7. Lay the child down with legs raised, unless they are struggling to breathe (then allow them to sit).
8. Monitor breathing and consciousness until help arrives.
9. Inform parents/carers immediately.

Staff Responsibilities

- Staff should be familiar with each child's **Individual Healthcare Plan (IHP)** and **Allergy Risk Assessment**.
- Staff must know where AAI's are stored and how to access them quickly.
- If other children are in close proximity, get another member of staff to guide them away to ensure the child's dignity is respected and to stop other children becoming distressed.

Post-Incident Procedure

- Complete a safeguarding and medical incident report.
- Debrief with staff and parents/carers.
- Review and update the child's IHP and school allergy protocols.
- Replace any used medication.

c) Missing child:

In the unlikely event, when taking a headcount, a child appears to be missing the procedure is:

- Stay calm and ensure the Group Leader is aware of the situation;
- A check will be repeated by the Group Leader; immediate possibilities will be assessed;
- The group will stay still and keep together.
- A member of staff will search the immediate vicinity;
- If the child is still missing after five minutes the staff on site will be informed, the school will be contacted and the Police will be called;
- The group leader will be prepared to give the following information:
 1. The Group Leader's name
 2. What has happened
 3. Name, age, address and description of the child including a photo of the child from the school trip photo sheet
 4. Time of the incident
 5. Where the child was last seen and by whom
 6. Any special medical or learning needs
- The Headteacher/School will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child;
- They will also inform KCJS (020 8255 5335 – Suzie Richards, secretary to Mr Ted Lougher).
- The search will continue after calling the police and the school;
- The teacher/adult involved will complete an incident report as fully as possible. This will be stored in the Head's office for future reference;
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person;
- Legal liability should not be discussed with or admitted to anyone.

Staff and/or adult helpers on the trip must not discuss the incident with external parties.

A full investigation must be conducted by the Headteacher following the incident.

d) Civil disturbance including terrorism:

General

The Headteacher has a central role in dealing with those directly affected, and with the help of other designated staff, will contact the parents of the children concerned.

During a crisis, staff are not to take on roles unless asked to and should avoid being involved in discussing the incident unnecessarily.

Intruder

There is a very low risk of intruders at the school however staff are advised to:

- Ensure the immediate safety of the children/staff in their care.
- Ensure there is always more than one member of staff in school.
- Seek help from another member of staff.
- Should a member of staff need immediate assistance they will use their whistle to alert another member of staff
- Do not be confrontational.
- Inform the Headteacher/SLT.
- Call the police as appropriate.

Terrorist or bomb threat (see Appendix i which includes bomb threat checklist)

Upon receiving telephoned threat:

- Do not panic;
- Obtain as much information as possible by using the checklist (see attached Annex A);
- Be responsive;
- Inform the Headteacher immediately.

The Headteacher will instigate the procedure to warn all staff.

The Headteacher or member of SLT must contact the police using the 999 services and clearly state:
This is Wimbledon Common Prep School, 113 Ridgway, Wimbledon SW19 4TA
We have received a *bomb or other threat*.

The police will need to have the school's full address and phone number:
Wimbledon Common Prep School, 113 Ridgway, Wimbledon SW19 4TA
Tel: 020 8946 1001

Do not finish the call until the address has been repeated.

Action to be taken by staff upon being informed of the threat:

- Check for any suspicious objects within your work area
- If you find a suspicious object:
 - Do not move or touch it
 - Report your finding to the Headteacher
 - Vacate the premises in the prescribed way if told to do so.
 - Take the children's auto-injectors and inhalers

Incident on school property out of school hours

Whoever makes the discovery must **telephone** the emergency services immediately and then contact the Headteacher. The Headteacher will contact the SLT using the prescribed chain, as appropriate.

Death or extended unforeseen absence of key personnel

If there is a death of key personnel or children on site, KCS will be informed immediately by the Headteacher.

The Headteacher will also inform the police and may decide to deflect any press enquiries to the police. The Headteacher will accompany the police to inform next of kin. There would normally be an inquest, in which case, a statement that 'no details can be given until after the inquest' would be the most appropriate line to take.

Counselling of children and staff with any involvement is important. Members of staff can do a very good job but it may be deemed necessary to employ qualified clinical psychologists. Parents will be made aware of counselling arrangements.

All members of the school community should be allowed to grieve in their own way and encouraged to support each other.

In the event of a member of staff being absent from school for an extended period the following will apply:

The Headteacher

KCS will make the necessary plans, however in the immediate interim, the SLT will take charge.

Other teaching staff

The Headteacher will inform KCS and advise the level of cover that will be required.

EMERGENCY EVACUATION PROCEDURE

The procedures below are in place should there be any emergency, locally, or in London in the future.

In the event of: explosion, bomb, attack and other crisis

- Stay calm and wait instructions from the emergency services and the Headteacher or SLT as to the best course of action to follow.
- Parents will be contacted by SMS and emergency contact details will be used to contact the appropriate staff, which will alert them to the situation. A member of staff will be instructed to man the telephones to answer calls calmly and professionally.
- In the first instance, staff should move the children out of the building as long as doing so does not expose them to greater danger. Each child's auto-injector and inhaler must be taken with them.
- If leaving is not a possibility, move children to the safest area in the building, hiding away from windows and outside doors if possible.
- Reassure, comfort and calm the children as necessary. As far as possible, they should be told to keep quiet. Do not give them any information that will upset or frighten them. Never leave them unattended.
- In the event of areas, locally or in London, being cut off and parents/carers unable to collect the children the staff will keep the children in the building and look after them until collected.
- No child would be allowed to leave with anyone other than with their parent or regular carer unless the school has received authorisation from their parents.
- In the event of an emergency, the advice given by the emergency services must be adhered to. Children may be evacuated temporarily to the playground by the staff or into other premises offsite (KCS) if it is thought appropriate and safer by the emergency services and King's College School.
- Contact details via SMS would be used to inform parents of the assembly point that the school has been directed to.
- No member of staff is allowed to leave the premises without express permission of the Headteacher or Deputy.
- If an emergency happens out of school hours, or during the school holidays, the Headteacher will authorise all parents and staff to be contacted using contact details about any special pertinent changes to normal school arrangements.

Crisis Management Team

Contact Telephone Numbers

Name	Position	Home	Mobile
Andrew Forbes	Headteacher	020 8946 1001 (w)	07837 216287
Adel Thomson	DSL	020 8946 1001 (w)	07707 322 011
Ted Lougher	Headmaster (KCJS)	020 8255 5330 (w)	07867 311332
Andrew Stewart	Deputy Bursar	020 8255 5436 (w)	07966 473784
Sally Hobbs	Governor	07889 988 522	

Suppliers

Name	Service	Telephone	Other details
Churchill	Cleaners	07715 057639	Rhys Tomlin – KCS Site Manager
RES	Fire Alarm	07715 990071	Jason Sprague – KCS Maintenance Manager
		07765 257949	Mark Smith – RES
Porters	Security Alarm	020 7255 5307	Porters
		020 7255 5306	Emergency
National Grid	Gas	07715 990071	Jason Sprague – KCS Maintenance Manager
National Grid	Gas	0800 111 999	Emergency contact
UK Power Networks	Electricity	07715 990071	Jason Sprague – KCS Maintenance Manager
UK Power Networks	Electricity	0800 3163105	Emergency Contact
Thames Water	Water	07715 990071	Jason Sprague – KCS Maintenance Manager
Thames Water	Water	0800 714 614	Emergency Contact
Computers	KCS	0208 255 5345	

Full staff list attached (Appendix A)

Appendix A**Full Staff List (Updated October 2025)**

Title	Forename	Surname	Position	Phone Number
Mr	Andrew	Forbes	Headteacher , Deputy Designated Safeguarding Lead	07837 216287
Mrs	Adel	Thomson	Deputy Head Pastoral and Safeguarding Lead Year 2 Teacher (Birch)	07707 322 011
Mrs	Kimberley	Wallace-Spencer	Deputy Head Academic, Year 1 Class teacher (Willow)	07860 608826
Mrs	Emma	Arnott	Head of Music	07772 978893
Mrs	Julie	Ashton	EYFS Learning Support Assistant (Outdoors)	07772 264 685
Miss	Lucy	Ashton	Teaching Assistant (Elm)	07772 063689
Mrs	Monika	Bah	WCPS Playground Assistant	07778 707202
Mr	Stephen	Barrett	Year 2 Teacher (Chestnut)	07943 260 192
Mrs	Imogen	Berring	Year 2 Class Teacher (Birch) (Mon, Tue), Reception Teacher (Ash) (Wednesday)	07854 519 578
Mrs	Leanne	Bnidar	Reception OAK Teacher (Tues, Weds) , Acting Head of Learning Enrichment (Mon, Thurs, half day Fri)	07770 287 216
Mrs	Leanne	Burgess	Teaching Assistant (Maple)	0797 737 6253
Mrs	Louise	Collins	Teaching Assistant (Willow)	07775 860 646
Mr	Andre	Foster	Sports Teaching Assistant	07545 380 062

Mrs	Joanna	Gannon	Reception Teacher (Elm)	0794 0572152
Mrs	Helen	Greener	Reception Teacher (Oak) (Mon, Thurs, Fri)	07789 000787
Miss	Sharon	Hague	Year 1 Class Teacher (Pine)	07776 320 134
Mrs	Susan	Hawa	Playground Supervisor/Administrative Assistant	07900 418450
Miss	Roseanna	Hemmings	Year 2 Class Teacher (Hawthorn)	07772 059124
Mrs	Sharon	Lisk	Year 2 Teaching Assistant (Birch) First Aid Lead & Designated Allergen Lead	0776 171 3098
Miss	Phoebe	Marshall	Year 1 Teaching Assistant (Pine)	07809 112063
Mrs	Catriona	Martin	Permanent Cover Teacher	07902 568 248
Mrs	Nicola	McDougal	Reception Teaching Assistant (Ash)	07884 253388
Mrs	Catherine	McKeon	Reception Teaching Assistant (Oak)	07871 471676
Mr	Andrew	Morrison	Head of PE and Games, Deputy Designated Safeguarding Lead	07887711646
Miss	Rosie	Oldroyd	Year 1 Teacher (Maple)	07801 267381
Mrs	Laura	Picotto	Year 2 Teaching Assistant (Hawthorn)	07797 711153
Mrs	Joanne	Salibi	School Secretary	07889140894
Miss	Nicola	Sargeant	Head of EYFS, Reception Teacher (Ash)	07907 202435

Mrs	Dawn	Steel	Year 2 Teaching Assistant (Chestnut)	07909 962630
Mrs	Melissa	Thom	Year 1 Teaching Assistant (All year groups support)	07919 994652
Mrs	Marie-Estelle	Wilson	Teacher of French	07798 674628
Miss	Karen	Wyatt	Parking Supervisor	07704 473717
Mrs	Vanessa	Germond	School Administrator	07512685743

Appendix B

Wimbledon Common Prep School

FIRE EVACUATION PROCEDURE

Instructions to Staff

1. In the event of a fire, the first consideration must be the safety of the children to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire. Since there may be an opportunity in the event of fire for you to attack it with the nearest fire extinguisher, you should be familiar with the location of the extinguisher, and how to use it.
3. On discovering a fire, or if one is reported, sound the nearest alarm immediately.
4. On hearing the alarm, the Headteacher or School Secretary will assess the situation and if appropriate, will call the Fire Brigade.
5. When the fire alarm sounds:
 - See that, where possible, windows and doors are closed.
 - Do not collect personal belongings.
 - All children to be escorted from the classrooms (making sure the door is closed as you leave) in SILENCE, using the right hand side of the staircase taking children's auto-injectors and inhalers with them.
 - Emergency auto-injectors need to be taken from Orchard Hall and the side wall of Andrew Forbes office.
 - If the usual route is blocked, use the nearest available exit.
 - Teaching Assistants will be the last people to leave each floor. They will check their room and the toilets on their floor to make sure no children have been left behind.
 - Teachers do not look or wait for children that are not in class at the time of the alarm. If a child is separated from the class s/he must know to exit the building as quickly as possible and/follow another class or ask the first adult that they see to escort them.
 - Leave the school via the nearest fire exit, to assemble on the playground. Organise children in lines and take a head count immediately.
 - Teachers and assistants to stay with the class they are assigned to at the time of the alarm.
 - Peripatetic, one-to-one support teachers to bring the child/ren they are teaching. Do not try and integrate the child/ren with class until at assembly point.
 - The Headteacher is to be the last person to leave the building.
 - The School Secretary will take registers (including contact list and staff register) and mobile phones to emergency assembly point.
 - Registers to be taken immediately and all children accounted for at collection point. Any missing children to be reported to the Headteacher or person in charge.
 - Children to wait in silence.
 - Do not leave the children unattended and re-count the children frequently.
 - Should a child be unaccounted for then the Headteacher and Fire Marshall shall search the grounds of the school and any buildings that are safe to enter. The remaining SLT staff will manage the children and adults on the playground. Following this the Headteacher and Fire Marshall will await instructions from the fire brigade.

To call the fire brigade:

- Dial '999'
- Give the operator the telephone number **020 8946 1001**
- Ask for fire

When the fire brigade replies give the call distinctly:- "Fire at Wimbledon Common Prep School, 113 Ridgway, Wimbledon SW19 4TA

- Do not replace the receiver until address has been repeated.

Appendix C

FIRE DRILL PROCEDURE

Fire Drill Procedure for Staff

Fire drill happens once a term at a time decided by the Headteacher and the Fire Marshall.

When the alarm sounds:

- Take the children immediately to the designated assembly point (playground) with children's auto-injectors and inhalers. Emergency auto-injectors and inhalers must also be taken from Orchard Hall and the side wall of Andrew Forbes office.
- Teaching Assistants will check their rooms and the toilets on their floor to make sure no children remain in the building.
- The School Secretary will bring the registers (including staff register), parents' emergency numbers and a mobile phone to the assembly point.
- Stay with your group and keep the children silent.
- Do not let children leave their group, run about or join other groups.
- Class teacher to check all children and staff are present.
- Report any missing children or staff to the Headteacher or SLT member.
- Do not re-enter the building until told to by the Headteacher or SLT.

The fire drill record book will be completed by the School Secretary at the end of each fire drill and a brief evaluation will take place.

The fire alarm will be tested every week (on Wednesday afternoon at around 5.00pm).

The Headteacher is responsible for ensuring the fire alarm system and fire appliances are tested and maintained in accordance to Health and Safety Regulations

Young children are easily upset by the sound of the fire alarm and the break in their routine that a fire drill causes. Please be aware of this and be ready to comfort and reassure individual children as necessary.

Break/Lunch-time fire procedure

- On hearing the fire alarm, all Teaching staff members shall escort the children to the playground and ensure that no child re-enters the building.
- Teaching Assistants on each floor will ensure the toilets are vacated.
- The Headteacher will ensure, as far as is reasonably practicable, that the rest of the building is vacated.
- Follow normal procedures once on the playground.
- The School Secretary will hand out registers when assembled on the playground.

Appendix D

SECURITY

Building security

For security reasons, the perimeter gates are kept locked during school hours. Anyone wishing to enter the premises or the grounds needs to use the entry phone system. The Edge Hill entrance is closed after 9.00am and therefore all visitors must use the Ridgway entrance after this time.

Any member of staff leaving or entering the premises during school hours must sign out and make sure that the door and gate is closed behind them and should not let anyone into school unannounced. They must inform the school office of their departure and return.

Keys

Keys to school buildings and offices are only to be issued to authorised members of staff. These keys are to be returned when the individual leaves the School. Keys are not to be issued to external organisations except regular contractors with appropriate DBS checks. A register of all keys issued is to be maintained by the school office.

Building security during the day

Staff and pupils are reminded that when entering or leaving buildings, classrooms and offices, that rooms should be left secure if empty, including windows.

End of the school day

At the end of the school day, the last staff member to leave a room is asked to ensure that the windows are shut and, wherever possible, all doors are shut.

Intruder

There is a very low risk of intruders at the school however staff are advised to:

- Ensure the immediate safety of the children/staff in their care.
- Seek help from another member of staff.
- Should a member of staff need immediate assistance they will use their whistle to alert another member of staff
- Do not be confrontational.
- Inform the Headteacher/SLT.
- Call the police as appropriate.

Staff/children

Unless there is a special event, no one will be allowed on site between 2000 – 06.00 hours for security and fire reasons.

Members of staff are allowed on site from 0600 – 2000 hours and must wear their security badges at all times.

Children are only allowed on site between 0800 – 17.00 hours and as part of a supervised activity.

In the event of a security problem, members of staff are to contact the Headteacher or, if very serious, phone 999.

Property Security

Theft is not a major issue at WCPS, but it is important the School is not complacent. Therefore:

- All expensive items, including personal items and IT equipment, should be locked away when not in use and at the end of the day if possible.
- Money is only to be kept in authorised cash boxes and safes.

Grounds/car parking

It is important that the school grounds are monitored and that car parking is controlled:

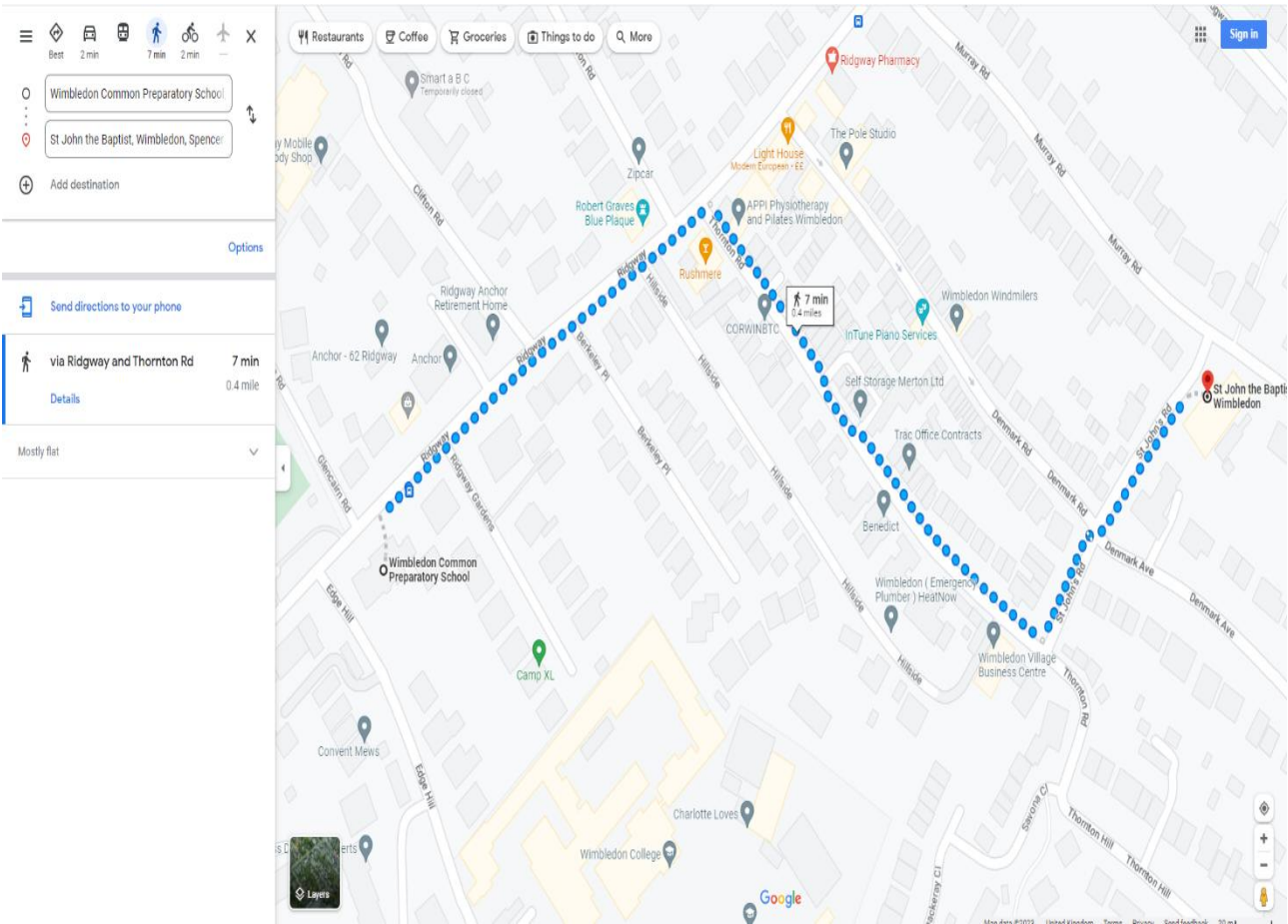
- All staff with cars must park on site in the designated areas and must supply their car registration details to the KCS.
- No contractor vehicles are allowed on site during the school hours.
- Visitors are not allowed to park on site unless by permission of the Head Teacher.

Data security

Theft of business data is on the increase and therefore it is vital that the School protects confidential data:

- All sensitive paperwork is to be locked in secure cabinets when not in use.
- All sensitive/confidential paperwork is to be shredded prior to being thrown away or put into the confidential waste bin in the school office.
- Confidential material should only be taken off site if absolutely necessary. If such a situation arises, then laptops and paperwork are not to be left unattended and must be secured when not in use.
- All photos should be deleted from school cameras when they are no longer required.
- The KCS IT department are responsible for ensuring the security of the school network from external attack.

Appendix E



Entrance gates to St John the Baptist.



Entrance to St John the Baptist – the emergency grab bag with the keys inside can be found in the cupboard in the school office.



Keys for back door at the rear of the church if anyone requires use of the toilet (emergency porta potty in emergency grab bag).



Back door at rear of the church.



External view of rear door – this area is private and can be used for porta potty.



Internal view of church where children and staff will remain.



Stairs leading to nursery and internal toilets which can only be used if the nursery is not running.



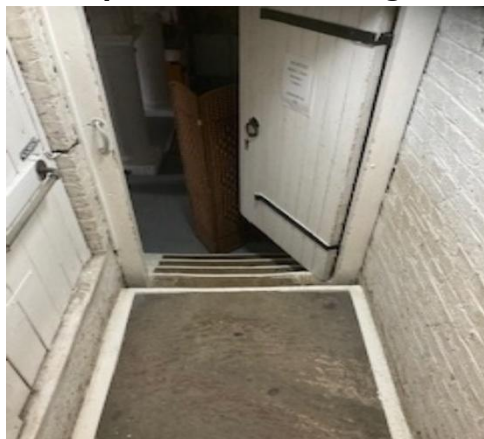
Light switches for church in cupboard found on left of the alter.



Fire exit door in case of evacuation from church.



Nursery entrance on lower ground floor – only allowed access if the nursery is not running.



Toilet facilities on lower ground floor.

