



Cupernham
Junior School

EMERGENCY PLAN

Policy Published:	MAY 2026
Policy Amendments:	
Full Governing Body Approval:	MAY 2026
Review Date:	MAY 2027

This policy was updated in May 2026 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

AIMS

The aim of the Emergency Plan is to mitigate the effects of any emergency on the school, staff and pupils. The objectives are to:

- Prevent/minimise the loss of life and injury to pupils and staff
- Alert relevant parties e.g. emergency services, LA, school governors
- Take control at the scene until the emergency services arrive
- Minimise disruption to the normal daily routine of staff and pupils
- Support staff, pupils and parents in the aftermath of an incident
- Ensure effective working with the media

DEFINITION OF AN EMERGENCY

“An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences”

The following definitions are used in the Emergency Planning for Schools Guidance and are therefore reproduced here.

MAJOR INCIDENTS

There are several current definitions of a major incident, but the most precise is the following:

"A major incident is any event (happening with or without warning) which causes or threatens to cause:

- ❖ Death or injury;
- ❖ Damage to property or the environment;
- ❖ Disruption to the community; and which, because of the scale of its effects, cannot be dealt with by the Emergency Services or Local Authorities, as part of their normal day-to-day activities."

The Home Office in the third edition of its publication "Dealing with Disaster", defines a major incident as one which involves one or more Emergency Services, the NHS and the Local Authority.

CRITICAL EVENTS

A crisis can happen at any school and at any time. What you consider to be a serious incident, others may deem to be a crisis. The possible scenarios below are therefore not a categorised list which schools should rigidly follow. The list is neither exclusive nor exhaustive. Ultimately, it is the Headteacher of the school who will assess the situation and decide the most appropriate course of action.

Critical events that could happen:

- ❖ Death of a pupil, due to an accident, serious illness, suicide or murder.
- ❖ Death of a sibling, parent or legal guardian.

- ❖ Children subject to serious physical assault (including rape or attempted rape) or abduction.
- ❖ Children subject to attempted physical assault or abduction.
- ❖ Children witness to attempted physical assault or abduction, accidental death or serious injury.
- ❖ Death or serious injury to a member of staff.
- ❖ Death or injuries on a school journey or visit.
- ❖ Natural or other disaster in or near school.
- ❖ Civil unrest, terrorism or hostage situation at or near the school, including the use of knife or fire-arm.
- ❖ An incident unrelated to the school, but taking place on school site.
- ❖ Tragedies involving other nearby schools.

Other events that need to be considered include vandalism and loss of personal or public property, which may appear to be of trivial interest in terms of crisis management but may be profound in personal terms.

SCOPE OF THE PLAN

IN SCHOOL

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalism of part of the school

OUTSIDE SCHOOL

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits, the policy for Educational Visits will be followed.

INCIDENT RESPONSE LEVELS

Incident response	Factors to consider	Examples
Level 1	• Little deviation from normal activities • No additional support required • Extremely low probability of escalation	Small, localised incidents requiring a limited response. For example, severe weather.
Level 2	• Some impact on day to day activities • Multi agency liaison • Possible evacuation or sheltering required • Situation likely to generate a number of enquiries from parents, media, etc • High probability of escalation	Incidents requiring a co-ordinated response. For example, case of meningitis.
Level 3	• Large impact on day to day activities • Multi agency liaison • Evacuation or sheltering arrangements implemented • Casualties/fatalities • Large number of enquiries	Incidents requiring a major incident response. For example, fire or explosion.

The Hampshire County Council Emergency planning team have advised that in a situation where evacuation is needed, the evacuation team will advise the school on the day. They will provide guidance on the best course of action, depending on what the incident is.

Romsey Primary School will also be available for evacuation off the school grounds if needed.

INCIDENT RESPONSE TEAM

Role	Responsibilities	Person
Incident Manager	- Consider the need to alert other colleagues and external agencies - Establish an Emergency Response Team and allocate roles - Collate all relevant information relating to the emergency - Co-ordinate the emergency response strategy, liaising with relevant agencies e.g. the emergency services, LA, School Governors as appropriate - Monitor the emergency response - Provide regular staff / team briefings - Authorise any additional expenditure	Headteacher or Deputy Headteacher
Deputy Incident Manager	- Assists Incident Manager - Co-ordinates and manages staff in the Emergency Response Team. - Monitors staff welfare and organises staff roster.	Deputy Headteacher, Assistant Headteacher or Admin Officer
Parent Liaison Officers	- Advises parents and provides information - Provides point of contact - Arranges on site co-ordination of visiting parents - Maintains regular contact with parents where appropriate - Put update bulletins on school website	Senior members of staff: member of the SLT
Administrators	- Staff telephone lines - Help to collate information - Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner - Provide admin support to the Incident Manager and Deputy Incident Manager - Maintain a master log of key events and decisions, including expenses incurred	School Office staff:
Communications Officer/Media Spokesperson	- Acts as point of contact for media enquiries - Works with the County Council's Communications team to prepare media statements/interviews - Assists with internal communications	LA supplied

Role	Responsibilities	Person
Teachers	• Maintain supervision • Ensure the safety and security of pupils • Provides information and offer reassurance • Monitors pupils physical and psychological welfare	Assisted by Learning Support Assistants
Facilities Manager	• Ensures site security at all times • Provides information about site facilities/layout as necessary • Assists with access/egress to the school	Site manager: Local Community Liaison Officers
Liaison Officer	• To represent the school at the LA Emergency Operations Centre • Communicates with colleagues at the school on a regular basis and receives updates/progress reports • Relays information from the LA	Year leader

ORGANISATION:

STAFF TRAINING

- All staff should be aware of the plan and its contents.
- All staff involved in the incident response team should have a copy of the plan.
- All staff should be aware of the sheltering and evacuation procedures in Appendix B.
- Staff involved in the incident response team should be issued with action cards that can be used as an aide memoir.

ADMINISTRATION:

- A copy of the plan should be held in a central location within the school and off site by core staff in the event that the school premises cannot be accessed. (Senior Management Team-home, Office, Headteacher's Office, Caretaker's Room).
- Ensure that all designated numbers/lines are clearly identified to the emergency response team/staff so that essential calls can get through.
- Consider allocation of facilities such as:
Control and co-ordination point (Junior Office/Hall or Romsey Primary School); Parents meeting/greeting point; Media gathering point; Staff welfare facilities
- In the event of an emergency, all calls, both incoming and outgoing, should be logged in Emergency Log Book-A4 file to include:
 - Date and time, name of caller and role e.g. parent or organisation
 - Nature of the enquiry/message
 - Response given
 - Return number, if applicable
 - Further action taken as a result of the call.

EMERGENCY KIT:

Two small emergency packs will be stored on site, and with the Headteacher and Deputy Headteacher

and DHT will each have a pack at home, and a pack will be held at Romsey Primary School (**5 bags in**

total). Items to be included in each bag:

- High visibility vests/ID badges for members of the emergency response team
- Whistle; torch; chine graph pen
- Pen and paper/blank log sheets/clipboard(s)
- Contact list of essential numbers, including staff and local services
- Labels/ badges
- Copy of the Emergency Plan

FIRST RESPONSE CHECKLIST:

- 1. Staff member witnessing or discovering an incident will be responsible for initiating the immediate response. Actions include:**
 - Summoning help/ calling 999
 - Alerting the Head Teacher (or Deputy)
 - Securing the immediate welfare of pupils and staff
 - Taking charge at scene until emergency services arrive/ incident response team is established
 - Recording relevant information such as location and time of the incident.
- 2. Incident Manager opens personal log, clarifies actions taken and decides if situation requires involvement of the “Local Authority Support Team” – see page 8 for incident response levels.**

3. If required, Incident Manager rings the LA to request help:

Senior Officer: 01962 847317 (Office hours) or 01420 560171 (Out of office hours)

LA will activate ‘First Response Officers’ as per contact list, to attend the school if needed (e.g. Communications Experts, Public Relations and an LA Team Co-ordinator.)

- 4. Incident Manager decides if Emergency Plan should be activated and if so, the level of emergency.**
- 5. Incident Manager alerts in-house team and activates plan, using Emergency Kit if needed.**

	<u>Mobile</u>
Simon Frost	07712 630482
Jade Hendry	07803 829100
Laura Francis	07736 239646
Steph Kershaw	07717 826965
Sarah Townsend	07771 634492
Dan Thomas	07391 186087

LA SUPPORT

Once contacted by the Incident Manager, the LA will designate a Senior Officer from the Local Authority Emergency Support Team.

The LA Senior Officer will then activate First Response Officers who will attend the school (for example, to help with communications, public relations and LA co-ordination)

LA TEAM RESPONSIBILITIES:

LA Team Co-ordinator	Senior Officer
	Attends site to:
Puts Support Team Officers on Standby	Assist/advise Headteacher/ Nominee
Attends site	Determines full needs
Mobilises Support Team Officers as required	Takes action accordingly

EMERGENCY RESPONSE ACTION CARD

INCIDENT MANAGER

Stage 1

Initial Actions

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Decide level of emergency (see page 8)
- For level 2 and 3 incidents, contact the LA Senior Officer to request assistance of the Local Authority Support Team.
 - Telephone: 01962 847317 (Office hours) or
 - Telephone: 01420 560171 (Out of office hours)
- Establish Emergency Response Team

If during term time

- Unless there is overwhelming pressure, avoid closing the school and endeavour to maintain normal routines and timetables.

If outside term time (or outside school hours)

- Arrange for:
 - the Caretaker to open parts of the school, to be available and responsive to requests.
 - Immediate School Administration support.
- If the Incident does attract media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone media comment until after the LA's PR Officer arrives (part of the 'LA Support Team'). If you cannot, see Appendix C for some key points to remember.

NB: It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed by the police and parents are informed.

- If deputising for the Headteacher, try if possible to contact and brief them.
- Be prepared to receive many telephone calls.
- Recognise the relevance of multi-cultural and multi-faith factors in the response, such as language.

Stage 2:

Once established

Brief Incident Team to oversee the following:

- If 'Local Authority Support Team' has been activated, arrange for on-site facilities for the

team.

- Agree appropriate identification of staff by using badges-to be kept in Emergency Kit.
- Expect to see identification of Local Authority Support Team Officers.
- Set up arrangements to manage visitors – arrange for their names to be recorded. In particular, consider if parents will need a waiting/information area.
- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring: –
 - sufficient help is available to answer the many calls that could be received (the Local Authority Support Team will be able to assist with a ‘Help-Line’, and the Infant School lines could also be used)
 - staff maintain records of all calls received – use the log sheets in Appendix F
 - brief, but up-to-date prepared statements are available to staff answering phones.
 - media calls are directed to the LA’s PR officer.
 - care is taken when answering telephone calls.
 - an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted.
 - telephone staff are reminded that some calls could be bogus.
- To arrange for all staff (**see Appendix D**) – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings e.g. two times per day for 10 minutes, should be arranged. A shift system may need to be considered).
- To be aware of how colleagues are coping, especially those with children at the school.
- To arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).
- To identify siblings of those involved and arrange appropriate opportunities for them to be informed separately, before other pupils.
- To brief Team to discourage staff and pupils from speaking to the media.
- To arrange, if appropriate, for Team members to each have a copy of the next-of-kin list.

Parents:

- If pupils are involved, the contacting of parents will be an important early task (remember if it is a major Incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care. If parents need somewhere to wait, the Infant or Junior school may be the best option.
- Maintain regular contact with parents.
- Contact chair of governors to ask governors to come in and help if necessary ie. coffee for parents.
- If Incident is away from school seek police advice whether parents should travel to the scene, or whether children should be taken home.

Staff:

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (teachers and office staff). Make a point of seeing that all staff involved know each other's roles and responsibilities.
- Always try to think of something positive to say to staff and respond positively to ideas and suggestions.
- Be available to see staff when required.
- Remember some members of staff may be so affected that they will not be able to help in supporting children.
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If incident is away from school, try to dissuade shocked staff from driving parents to the scene.

'Local Authority Support Team'

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

Stage 3:

1.1.1 Period following the close of the incident

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for Director of Education.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for their return to school (as appropriate).

Stage 4:

Longer-term issues

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Working with staff to monitor pupils informally.
- Clarify procedures for referring pupils for individual help. Contact school nurse and Educational Psychologist.
- Be aware that some staff may also need help in the longer term.
- Recognise and if appropriate, mark anniversaries.
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the incident does attract media attention, it is likely that interest will continue for many weeks.

EMERGENCY RESPONSE ACTION CARD

DEPUTY INCIDENT MANAGER

Stage 1:

Initial Actions

- Obtain full facts of Incident from Incident Manager.
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils. Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support.
- Assist class teachers who will undertake classroom briefings.
- Arrange special groups for very distressed pupils.

Stage 2:

Once Established

- Work with LA Support Team, the Incident Manager (Headteacher) and team as directed.

EMERGENCY RESPONSE ACTION CARD

ADMINISTRATION TEAM

Stage 1:

Initial Actions

- Obtain full facts of Incident from Incident Manager (Headteacher)
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- If coming in from home, remember to bring useful items, such as any keys needed.

Stage 2:

Once established

- Under guidance from Incident Manager, work with the Emergency Response Team and LA Support Team as directed.
- Remember the School Office is likely to be the first point of contact for visitors, so exercise caution in making comments.
- Concerning incoming telephone calls
 - take especial care when answering telephone calls early on
 - maintain a record of calls received (see Log Sheet in Appendix F)
 - only give out information from prepared statements that will be made available
 - remember that some calls could be bogus

EMERGENCY RESPONSE ACTION CARD

PARENT LIAISON OFFICERS

Stage 1:

Initial Actions

- Obtain full facts of Incident from Incident Manager
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- Establish contact details for pupils/parents involved in incident
- If necessary, establish an area where parents can be met/stay.
- If necessary, allocate separate phone lines for contacting and receiving enquiries from parents

Stage 2:

Once established, consider:

- Safe pick up point for parents collecting children
- How to communicate the school closure e.g. local radio stations will make announcements as well as the county council website
- Whether parents may authorise for their child to be sent home or somewhere else safe e.g. a grandparent's house
- Informing parents that the Communications Officer can assist them in dealing with the media

OFFSITE VISITS - ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY SITUATION AFFECTING AN OFF-SITE VISIT

INTRODUCTION

The following suggestions are intended as a guide to enable staff, at times of stress, to follow a course of action covering the main basic priorities. Obviously, no such list will ever be complete and there will be other necessary actions, depending on the situation.

However, it is important that the relevant information is quickly and easily available, whatever the time of day or night.

- a) The staff in charge of any venture must have lists of names, telephone numbers and addresses of next of kin of all members of the party, and always carry mobile phones. It may be possible to reverse charges but this is unsatisfactory and time consuming.
- b) Similar lists to those above, complete with next of kin contact addresses and telephone numbers, along with any relevant consent forms, must be readily available in the school office. These must include any last-minute amendments.
- c) Ensure the event is effectively resourced.
- d) In the event of an emergency the key contact for the offsite party will be the Headteacher / school office.
- e) During out of office hours, the Headteacher (or Deputy) will act as the nominated communication link with the party.
- f) Advance arrangements must be made to enable the school to communicate with the group in case of necessity, e.g. if there is an accident or bereavement in the parent's home.

SEE ATTACHED LIST FOR CONTACT NUMBERS

Full details of procedures can be found in the Educational Visits policy.

OFFSITE VISITS - Action to be taken by the party leader (or by other party staff) in the event of a serious accident/incident

- a) Assess the situation.
- b) Protect the party from further injury or danger.
- c) Render first aid or other service as appropriate.
- d) Call Rescue Services (999) and/or Police, as appropriate.

State the nature of the emergency

Give your name and address/location and telephone number, followed by:

- The location of the incident
- The nature of the incident
- The names of the individuals involved
- The condition of those involved and where they are located.

- e) Phone headteacher (as soon as possible).
 - f) It is probable that both staff and children will be in a state of shock, therefore:
 - remove remainder of party to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
 - if necessary, request the Police to assist.
 - calm and comfort young persons and arrange for their evacuation.
 - g) Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
 - h) Do not allow party members to telephone home until the Headteacher has contacted the Director of Children's Services representative.
 - i) Retain all equipment involved in an unaltered condition.
 - j) Do not allow anyone to see any party member without an independent witness being present.
 - k) No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
 - l) Refer all press/media to the Local Authority Press Officer on 01962 845702.
- Note: This information is available on a laminated card given to every party Leader.

OFFSITE VISIT - Action to be taken by the base contact person IN SCHOOL (e.g. office staff)

First Steps

Take down a contact telephone number for the Leader and the group. Listen carefully and write down:

- a) what happened;
- b) to whom;
- c) where;
- d) when;
- e) what has happened since the incident.

If the contact person is not the Headteacher, inform the Headteacher or a senior member of staff of the relevant details as soon as possible.

Inform the Emergency Planning Unit telephone number (01962 846846 or 07961 334159) and/or the Local Authority Support Team on 01962 847317 (office hours), 01420 560171 (out of office hours) and the Director of Children's Services on 01962 846400 or the Deputy Director of Children's Services on 01962 846464 or 01962 846459.

Not only must the parents of any injured children be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular children.

If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.

If necessary, an incident centre should be established as soon as possible. Each School should have a planned location for this eventuality.

School Office staff must have the following information to hand:

- i) lists of all party members (including adults), and the address and telephone number of their next of kin;
- ii) complete details of itinerary;
- iii) home/contact telephone numbers of senior establishment staff;
- iv) The Emergency Planning Unit, the Local Authority Support Team and the Director of Children's Services; SEE ABOVE.

APPENDIX A

EXTERNAL AGENCIES

Agency	Role & Responsibilities
Emergency Services	• Protect life and property • Contain the incident and prevent further spread/escalation • Minimise damage to the environment
Local Authority (LA)	• Alerting the school where possible about any local emergency that may affect it e.g. flooding, toxic hazards (release of chemicals, gas leak, etc), serious transportation accident/disruption, major crime/civil disorder • Providing a central point of contact • Sending officers to assist as necessary, e.g. go to the incident, the school, the hospital, etc. (In the event of an emergency during an educational visit the LA may – in consultation with the school - send one or more officers to the incident wherever that may be • Co-ordinating an overall media management strategy • Providing a telephone help line facility – e.g. for parents to call for information – to relieve pressure on the school • Liaising with partner agencies, including other relevant local authority services • Providing welfare and emotional support to staff, pupils and parents e.g. through the Education Psychology Service and the Social Care Post Disaster Support Team
Health Agencies e.g. Health Protection Agency, Primary Care Trusts	• Monitors and investigates outbreaks of communicable diseases within the community • Contains the incident and prevents/minimises further spread/escalation • Provides specific health guidance and information
Voluntary Groups e.g. Faith Groups	• Provides support and services as appropriate
Miscellaneous e.g. Health & Safety Executive, Foreign Embassies	• Relevant authorities may have a duty to investigate or advise on protocols

APPENDIX B

CONTACT LISTS

Emergency Team Members	1.2 Name	Telephone No.
Simon Frost	Incident Team Manager	07712 630482
Jade Hendry	Deputy Team Manager	07803 829100
Sarah Townsend	Administration	07771 634492
Dan Thomas	Site Manager	07391 186087
Laura Francis	Parent Liaison Officer	07736 239646
Kate Reilly	Parent Liaison Officer	07768 130228
Wendy Osborne	Parent Liaison Officer	07584 426930
Becki Jewell	Parent Liaison Officer	07854 081613
Alex Caunt	Parent Liaison Officer	07813 569785
1.2.1.1.1 Phil Ratcliffe	Chair of Governors	01794 519179 07971 406196

1.3 Organisation	1.4 Name	Telephone No.
1.5 Cupernham Infant School	1.6 Main School Number	01794 514494
Headteacher	Duncan Wells	07882 279582
Romsey Primary School	Main School Number	01794 512362
Headteacher	Jason Anderson	07810 013197
Local Authority	Emergency Planning Unit	01962 846846 or 07961 334159
1.6.1.1.1 Local Authority Support Team	Senior Officer	01962 847317 (office hours) 01420560171 (out of office hours)
Local Authority	Director of Children's Services:	01962 846400
HCC Corporate Communications		Direct Dial : 01962 847 368 Out of Hours: 07957932574
Local Authority	Press Officer	01962 845702
Police	Emergency Services Police	0845 0454545
Police	Child Protection Service Police	0845 0454545
Hampshire County Council	Social Services Emergency assistance	01962 847201
Health & Safety	Angela Davis	01962 876353
Risk/Insurance	Robert Sentence	01962 876334
1.7 External Contact	1.8 Name	1.9 Telephone No
Ambulance	Hampshire Ambulance Service NHS Trust Control Room	Non-urgent 01962 843468 (out of hours) Urgent 01962 850633 (24 hours)
Fire	Hampshire Fire and Rescue Service Control Room	023 8062000 Brigade Control Room (24 hour) 023 80263131 (24-hour, information only)
Hampshire County Council	Inspector for Outdoor Education: Steve Poynton	01962 846547

Royal Hampshire County Hospital	Main Switchboard	01962 863535
Press office	Diana Leahy	01962 847368

APPENDIX C

EMERGENCY SCHOOL CLOSURES - PROCEDURE

Introduction

The decision to close is for local management, to be made by the Headteacher in consultation with the Chair of Governors. Decisions should be based on a risk assessment, taking into consideration the conditions at the schools and the health and safety of staff and pupils.

Schools are required to have an emergency plan in place to deal with incidents where the health and safety of students and staff is at risk. Such incidents include inclement weather, fire, flood, terrorist alert, gas leaks and failure of fundamental services such as electricity, water and heating. An emergency is an unforeseen event, the effects of which could not reasonably have been anticipated.

Schools should follow the process and actions below in the event of an emergency school closure.

- In the event of an **emergency closure** being necessary **during the school day**, the first action of a school must be to ensure the safety of all those on the site by enacting the school's evacuation procedures.
- For emergency closures both **during and outside of the school day**, the school should alert as many parents/carers as possible to **prevent students arriving in school** or to ensure that they are quickly and safely removed from the premises.
- If students do arrive at school they must be safely accommodated at the school, assuming the nature of the emergency makes this possible, until their parents/carers have been informed and arrangements have been made for the child's return to home or somewhere nominated by their parent/carer.
- Report the school closure to Hampshire County Council and local radio stations by completing the online form (<http://www.hants.gov.uk/schoolclosures>).

Completion of the form will:

- automatically update the list of school closures on Hantsweb;
- notify your local radio stations of the closure; and
- notify relevant staff in Hampshire County Council of the closure (please note, you will currently need to contact the following separately, if relevant to your school):
 - school transport/taxis
 - school meals service
 - school crossing patrol

A new form needs to be completed for each day of the emergency closure. You are able to enter the details from 3pm on the working day prior to the closure. **Please always use the online form to report a closure, unless you are unable to access the Internet.**

If you have any difficulties reporting the closure online, please contact the IT Helpdesk at ithelp@hants.gov.uk or telephone 01962 847007.
If you are unable to access the Internet, please telephone Hampshire County

Council to advise of the closure on 01962 845375/847368/847363. You will need to quote your DfE number and the password 'Castle'.

Please ensure that your website is updated and a message is left on your school's answer phone.

If an unusual and specific event should occur which is not covered by these guidelines, schools are advised to contact their **local Children's Services office** and seek the guidance of their Area Director (Education & Inclusion).

The procedure does not concern possible closures relating to building work, staff training or other, non-emergency, situations. Hampshire County Council cannot support additional school closures except in response to an emergency.

Students are legally entitled to **190 school days** (380 sessions) in an academic year.

The five professional training days fall outside of the 190 statutory pupil days and the timing of these should be planned well in advance, so that parents/carers receive sufficient notification to enable them to make appropriate childcare.