

St. John the Baptist RC Primary School



Emergency Procedures

St John the Baptist Roman Catholic Primary School		
Milton Lane		
Dartmouth TQ6 9HW		
Tel: 01803 832495		
Approved	Autumn 16	L Hamilton
Renew	Autumn 17	

Emergencies

We aim to inform staff and parents immediately if we are unable to open due to an emergency. Staff and parents will be informed by phone or except in extreme bad weather conditions where parents can consult the St John's website site. If we have been unable to contact some parents the head teacher or staff member will endeavour to be on site or arrange for a closure notice to be displayed. If we have an emergency when the school is open we will follow the emergency evacuation for the fire drill. The welfare of the children is paramount.

In the event of severe weather preventing the complete opening of the School, local radio stations (Heart FM) will broadcast continuous information.

We will implement the emergency closure in the follow events:-

- Extreme bad weather
- No heating and hot water
- Fire damage
- A bereavement
- Incident on school premises
- A bomb threat
- High levels of sickness among staff and children
- Notifiable diseases

If there is an outbreak of sickness we will contact appropriate agencies. If there is an outbreak of any of the listed notifiable diseases we will act on advice from the Health Protection Agency.

Snow during the day.

If there is substantial snow fall (or very severe weather conditions) during the day, then we will contact you to collect children early from school. This will be counted as authorised absence. Staff from outlying areas may need to leave promptly or early, even if there is no snowfall in Dartmouth. Although under these circumstances we would be able to temporarily accommodate children until the end of day, we would ask that parents relieve the pressure from the school by coming early for the children when contacted. Clubs, including after school club, would be cancelled.

Emergency contact information.

It is essential that this is kept up to date so that under these or similar circumstances we can contact you.

Accidents unfortunately do happen from time to time. Several nominated members of staff are fully qualified to administer First Aid in an emergency. Children involved in minor accidents at school bring home an Accident Form informing parents of the nature of the accident and any treatment given. If the child is very distressed parents will be contacted so that a child can be taken home. In cases of more serious accidents, parents will be called and further medical attention called, if necessary.

It is extremely important that parents inform the school if there is any change in address or mobile,

home or daytime contact telephone number so that we may contact you quickly in case of emergency.