



Carlton VC Church of England Primary School

Emergency Action Plan 2024

'Work hard, reach for the stars and you will go far'

Approved by: Jo Bevis
Governors

Date: 26/6/24

Edited by: Jo Bevis

Date: 24-6-24

Last reviewed on: 24th June 2024

Next review: September 2026

General Information

Name: Carlton VC Primary School

Address: The Moor
Carlton, Beds.
MK43 7JR

Telephone Number: 01234 720281

Head Teacher: Mrs Jo Bevis

No: of Pupils: 105

Age range of pupils: 2 - 11 years old

Operating Hours: Core School Hours:

Playground Supervision (Starts)	Start of morning session	Morning Break	Lunch Time	Start of afternoon session	End of School
0845 am	0855am	10:45 - 11:00am	1200hrs	1:00pm	3:30pm

Extended School Activities:

Breakfast Club (Village School Annex) Mon – Fri from 8am
Before School Recorders – Wednesday and Thursday from 8am
After School Club (Village Hall Annex) finishes at 5:30pm
All school activity clubs finish by 4:30pm

Special Notes: Joint Provision with Village Hall, who rent out/have use of hall from 1730hrs on school days and at weekends and holidays.
There is an outside swimming pool on site, fenced and padlocked.

Keyholders:

<i>Jo Bevis</i>	Headteacher	Work: 01234 720281
<i>Barry Simpson</i>	Site Agent	Work: 01234 720281
<i>Caroline Williams</i>	Senior Teacher	Work: 01234 720281
<i>Lynne Pinfold</i>	Office Manager	Work: 01234 720281
<i>Aleshia Frost</i>	SENDCO	Work: 01234 720281

See Other Important documents (*in school office*)

- **Managing Critical Incidents in School** Bedfordshire Guidance (Includes Risk Assessment and Emergency Contact Information (ECI) for Schools- keyholders also have a copy of the ECI)
- **Fire Plan**

School Term Dates: The School term dates for 2024/25 can be found on the website. Appendix A
School Site Plan: A detailed site plan is included in Appendix B

RISK ASSESSMENTS

School Outings and Activities

In accordance with Bedfordshire's 'Educational Visits and Journeys Guidance Carlton VC Primary undertake risk assessments for all school trips and activities that it participates in. These are held in the School Office together with copies of completed EV Forms (Educational Visit Proposal Form). We also use Evolve.

Other Hazards

Asbestos- See asbestos log

Emergency Response Arrangements

Flexible procedures need to be developed to ensure that an efficient response to a crisis can be achieved. The procedures detailed below are not exhaustive, the type of response will largely depend upon the incident but they outline the main actions that need to be taken into consideration:

ACTIONS: ON-SITE INCIDENT

**Headteacher/Senior teacher ACTIVATE SCHOOL (on site)
EMERGENCY RESPONSE PLAN**

1. *Assess risk and ensure immediate safety and welfare of Pupils, Staff & Visitors. (Partial or Full Lockdown may occur)*
2. *Contact Emergency Services (999)*
3. *Contact Borough Education Emergency Response Team*
4. *Brief Staff, Governors, Pupils, Parents etc...*



PLAN LONG-TERM MANAGEMENT OF INCIDENT

- ◆ Security of Site / Preservation of evidence
- ◆ Clear up of affected area of school
- ◆ Support for Pupils/Staff/ Families
- ◆ Acknowledgement of incident
- ◆ Gifts/Cards to persons injured
- ◆ Planning Memorials & Commemorations
- ◆ Restoring normality
- ◆ Public inquiry / Investigation / Legal Implications
- ◆ Media
- ◆ Business Continuity Management
- ◆ Reputation
- ◆ Attending funerals
- ◆ Discussion Opportunities
- ◆ Monitoring the effects
- ◆ De-briefing & updating plans
- ◆ Financial Implications

PLAN INITIAL MANAGEMENT OF INCIDENT

- ◆ Dealing with Enquiries
- ◆ Informing families of those involved
- ◆ Transport
- ◆ Resources/Materials
- ◆ Communication
- ◆ Re-unite Pupil with Parent/Guardian
- ◆ Media
- ◆ Access Control (Police)
- ◆ Special Needs
- ◆ Cultural / Religious Issues
- ◆ Mutual Aid
- ◆ Business Continuity Management

PLAN LONG TERM MANAGEMENT OF INCIDENT

ACTIONS: OFF-SITE INCIDENT

Headteacher/Base Contact ACTIVATE SCHOOL (off site) EMERGENCY RESPONSE PLAN

1. *Contact County Education Emergency Response Team*
2. *Contact Parents / Families of individuals involved in the incident*
3. *Brief Staff, Governors, Pupils (assembly / class), Parents etc...
(Siblings / close friends should be informed separately)*
4. *Contact any other relevant agencies.*

PLAN INITIAL MANAGEMENT OF INCIDENT

- ◆ Dealing with enquiries
- ◆ Transport arrangements
- ◆ Resources/Materials
- ◆ Maintaining normality within the school
- ◆ Communication
- ◆ Reunite Pupil with Parent(s)/Guardian(s)
- ◆ Keeping families informed of information / arrangements
- ◆ Advising colleagues at other schools attended by siblings
- ◆ Media
- ◆ Special Needs
- ◆ Cultural Religious Issues
- ◆ Communication
- ◆ Business Continuity Management



PLAN LONG-TERM MANAGEMENT OF INCIDENT

- ◆ Business Continuity Management
- ◆ Support for Pupils/Staff/ Families
- ◆ Acknowledgement of incident
- ◆ Gifts/Cards to persons injured
- ◆ Planning Memorials & Commemorations
- ◆ Restoring normality
- ◆ Public inquiry / Investigations / Legal implications
- ◆ Financial implications
- ◆ Media
- ◆ Reputation
- ◆ Attending funerals / Repatriation
- ◆ Discussion opportunities

Contact Numbers

SCHOOL INCIDENT RESPONSE TEAM		
<i>Jo Bevis</i>	Headteacher	Work:01234 720281
<i>Barry Simpson</i>	Site Agent	Work:01234 720281
<i>Caroline Williams</i>	Senior Teacher	Work: 01234 720281
<i>Lynne Pinfold</i>	Office Manager	Work: 01234 720281
<i>Aleshia Frost</i>	SENDCO	Work: 01234 720281
Emergency Closure Line		
Emergency Closure Line	Chris Morris Bedford Borough	01234 718430 (office hours)
Governing Body		
Chair	Hilary Tuohy	01234 720281
EMERGENCY SERVICES 999		
Bedford Borough First Contact Officer (For serious incidents only)	Tel: 07468 472517	
School Safeguarding Email (out of hours).	safeguarding@carltonvcprimary.co.uk	

Emergency Access Routes

- *Front of school The Moor*
- *Rear of school, The Causeway, through school field,*

Appendices

- A *School Term Dates*
- B *School Site Plan*
- C *ACTION SHEET - Notification of a Crisis*
- D *ACTION SHEET- Staff involved at the scene of a crisis*
- E *Incident Log Sheet*
- F *Expenses Log Sheet*

Appendix A – School Term Dates 2023-24 and 2024-25

School Term Dates: 2023 – 2024 Academic Year (Option 2 – Dec 2021) Approved

August 2023							September 2023							October 2023							November 2023						
Mon		7	14	21	28		Mon	4	11	18	25		Mon	2	9	16	23	30*	Mon		6	13	20	27			
Tue	1	8	15	22	29		Tue	5	12	19	26		Tue	3	10	17	24	31	Tue		7	14	21	28			
Wed	2	9	16	23	30		Wed	6	13	20	27		Wed	4	11	18	25		Wed		1	8	15	22	29		
Thu	3	10	17	24	31		Thu	7	14	21	28		Thu	5	12	19	26		Thu		2	9	16	23	30		
Fri	4	11	18	25			Fri	1*	8	15	22	29		Fri	6	13	20#	27		Fri		3	10	17	24		
Sat	5	12	19	26			Sat	2	9	16	23	30		Sat	7	14	21	28		Sat		4	11	18	25		
Sun	6	13	20	27			Sun	3	10	17	24		Sun	1	8	15	22	29		Sun		5	12	19	26		

December 2023							January 2024							February 2024							March 2024						
Mon	4	11	18	25			Mon	1	8	15	22	29	Mon	5	12	19	26*	Mon		4	11	18	25				
Tue	5	12	19#	26			Tue	2	9	16	23	30	Tue	6	13	20	27	Tue		5	12	19	26				
Wed	6	13	20	27			Wed	3*	10	17	24	31	Wed	7	14	21	28	Wed		6	13	20	27				
Thu	7	14	21	28			Thu	4	11	18	25		Thu	1	8	15	22	29	Thu		7	14	21	28#			
Fri	1	8	15	22	29		Fri	5	12	19	26		Fri	2	9	16#	23		Fri		1	8	15	22	29#		
Sat	2	9	16	23	30		Sat	6	13	20	27		Sat	3	10	17	24		Sat		2	9	16	23	30		
Sun	3	10	17	24	31		Sun	7	14	21	28		Sun	4	11	18	25		Sun		3	10	17	24	31		

April 2024							May 2024							June 2024							July 2024						
Mon	1	8	15*	22	29		Mon	6	13	20	27	Mon	3*	10	17	24	Mon		1	8	15	22	29				
Tue	2	9	16	23	30		Tue	7	14	21	28	Tue	4	11	18	25	Tue		2	9	16	23	30				
Wed	3	10	17	24			Wed	1	8	15	22	29	Wed	5	12	19	26	Wed		3	10	17	24	31			
Thu	4	11	18	25			Thu	2	9	16	23	30	Thu	6	13	20	27	Thu		4	11	18	25				
Fri	5	12	19	26			Fri	3	10	17	24#	31	Fri	7	14	21	28	Fri		5	12	19#	26				
Sat	6	13	20	27			Sat	4	11	18	25		Sat	1	8	15	22	29	Sat		6	13	20	27			
Sun	7	14	21	28			Sun	5	12	19	26		Sun	2	9	16	23	30	Sun		7	14	21	28			

Key

- Bank Holiday
- School Holiday
- Proposed PD Day

Term lengths

Autumn = 73 days (36 + 37), Spring 57 days (33 + 24), Summer 64 days (29 + 35)

Total = 194 days
Less 4 PD days = 190 days PD Days: 1 Sept, 30 Oct, 3 Jan, 15 Apr + 1 twilight

Total teaching days = 190

* first day after break
last day before break

Academic calendar 2024/25 UK Bedford Borough + Carlton



September 2024							October 2024							November 2024							December 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				4	5	6	7	8		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
23	24	25	26	27	28	29	30																				
30																											

January 2025							February 2025							March 2025							April 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2						1	2							
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
20	21	22	23	24	25	26	27	28	29	30	31																
27	28	29	30	31																							

May 2025							June 2025							July 2025							August 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4						1														
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
19	20	21	22	23	24	25	26	27	28	29	30	31															
26	27	28	29	30	31																						

Pink = Bank Holiday
Blue = school holiday
Teacher training day = green

<p style="text-align: center;">ACTION SHEET Notification of a Crisis</p>

Try and gain as much information as possible:

1. *Identify the caller and their telephone number.*
2. *Start a log noting time, discussion and decisions taken.
(See Appendix: Log Sheet Template)*
3. *Gain as much information as possible about the incident.*
 - *Nature of incident*
 - *Exact location of incident*
 - *Number of casualties & nature of injuries (if applicable)*
 - *Time incident occurred*
 - *What action has already been taken*
 - *Clarify information received*
4. *Check what assistance may be required.*
5. *Check whether other authorities have been notified*
6. *Alert Head Teacher or Senior Teacher*
7. *Respond to instructions given by members of the School/County Emergency Response Team.*
8. ***DO NOT** speak directly to the media, Refer any enquiries to the Headteacher who will follow County guidelines*

Appendix D

ACTION SHEET

Staff involved at the scene of a Crisis

1. Contact the emergency services (if applicable)
2. Contact school / designated contact person if out of school hours or at the weekend.
3. Explain the situation and give as much information as possible.
 - Nature of incident
 - Exact Location of incident
 - Number of casualties & nature of injuries (if applicable)
 - Time incident occurred
 - State what action has already been taken
4. Request any additional assistance required.
5. Respond to instructions of the emergency services / School/County Education Emergency Response Team.
7. DO NOT speak directly to the media, refer any enquiries to the Headteacher.

Appendix E

INCIDENT LOG

Incident:

Location of Incident:

Date:

Time:

Maintain a log below of your actions taken as the incident progresses.

Date	Time	Event / Action Taken	Reason(s)
<i>Please attach any emails sent and received</i>			

Name:

Signature:

Appendix F

EXPENSES LOG SHEET

Incident:

Location of Incident:

Date:

Maintain a log below of expenses incurred as a result of the above incident:

Date	Time	Costs incurred & brief description	Expenses
<i>Please attach to this sheet receipts for any purchases</i>			

Name:

Signature:

Date: