



Carlton VC Church of England Primary School

Emergency Action Plan 2026

'I am the vine, you are the branches; those that abide in me and I in them will bear much fruit' (John 15:5)

Approved by: Jo Bevis
Staff
Governors

Date: January 2026

Written by: Jo Bevis

Date: 24-6-24

Sourced from: BBC and The Key

Last reviewed on: January 2026

Next review: January 2027

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: 88

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 (Badgers Room) Mon – Fri from 8am
Before School Recorders – Wednesday and Thursday from 8am
After School Club (Badgers Room) finishes at 6:00pm
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.
There is a forest area on site with a fenced off pond and fire pit.

Keyholders:

<i>Jo Bevis</i>	Headteacher	Work: 01234 720281
<i>Barry Simpson</i>	Site Agent	Work: 01234 720281
<i>Jasmine Notaro</i>	Senior Teacher	Work: 01234 720281
<i>Lynne Pinfold</i>	Office Manager	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 Staff Shared Google Drive under Trips and Visits along with copies of completed EV Forms (Educational Visit Proposal Form). We also use Evolve and this is completed online and stored in the Evolve files.

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. (Full Lockdown may occur)*
2. *Contact Emergency Services (999)*
3. *Contact Borough Education Emergency Response Team*
4. *Using Walkie-Talkies, 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 using details on the trips Emergency Card
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
Jasmine Notaro	Senior Teacher	Work: 01234 720281
<i>Lynne Pinfold</i>	Office Manager	Work: 01234 720281
Emergency Closure Line		
Emergency Closure Line	Chris Morris Bedford Borough	01234 718430 (office hours)
Governing Body		
Chair	Katherine Wilkinson	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 2025-2026 & 2026-2027

Academic calendar 2025/26 UK



September 2025							October 2025							November 2025							December 2025										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7	40			1	2	3	4	5	44						1	2	49	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14	41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9	50	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19	46	10	11	12	13	14	15	16	51	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28	43	20	21	22	23	24	25	26	47	17	18	19	20	21	22	23	52	22	23	24	25	26	27	28
40	29	30						44	27	28	29	30	31			48	24	25	26	27	28	29	30	1	29	30	31				

January 2026							February 2026							March 2026							April 2026										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
1				1	2	3	4	5							1	9							1	14			1	2	3	4	5
2	5	6	7	8	9	10	11	6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12
3	12	13	14	15	16	17	18	7	9	10	11	12	13	14	15	11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19
4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22	12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26
5	26	27	28	29	30	31		9	23	24	25	26	27	28		13	23	24	25	26	27	28	29	18	27	28	29	30			

May 2026							June 2026							July 2026							August 2026										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
18					1	2	3	23	1	2	3	4	5	6	7	27			1	2	3	4	5	31						1	2
19	4	5	6	7	8	9	10	24	8	9	10	11	12	13	14	28	6	7	8	9	10	11	12	32	3	4	5	6	7	8	9
20	11	12	13	14	15	16	17	25	15	16	17	18	19	20	21	29	13	14	15	16	17	18	19	33	10	11	12	13	14	15	16
21	18	19	20	21	22	23	24	26	22	23	24	25	26	27	28	30	20	21	22	23	24	25	26	34	17	18	19	20	21	22	23
22	25	26	27	28	29	30	31	27	29	30						31	27	28	29	30	31			35	24	25	26	27	28	29	30
																								36	31						

School Term Dates 2026-2027

Bedford Borough Council School Term and Holiday Dates 2026/2027

September 2026							October 2026							November 2026							December 2026						
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		1	2	3	4	5	6
	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
28	29	30												30													

January 2027							February 2027							March 2027							April 2027						
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	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May 2027							June 2027							July 2027							August 2027						
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		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

Calendar Key

- = Term Time
- = Weekends
- = Bank and Public Holidays
- = Pupil Holidays
- = Proposed Professional Development (PD) Days

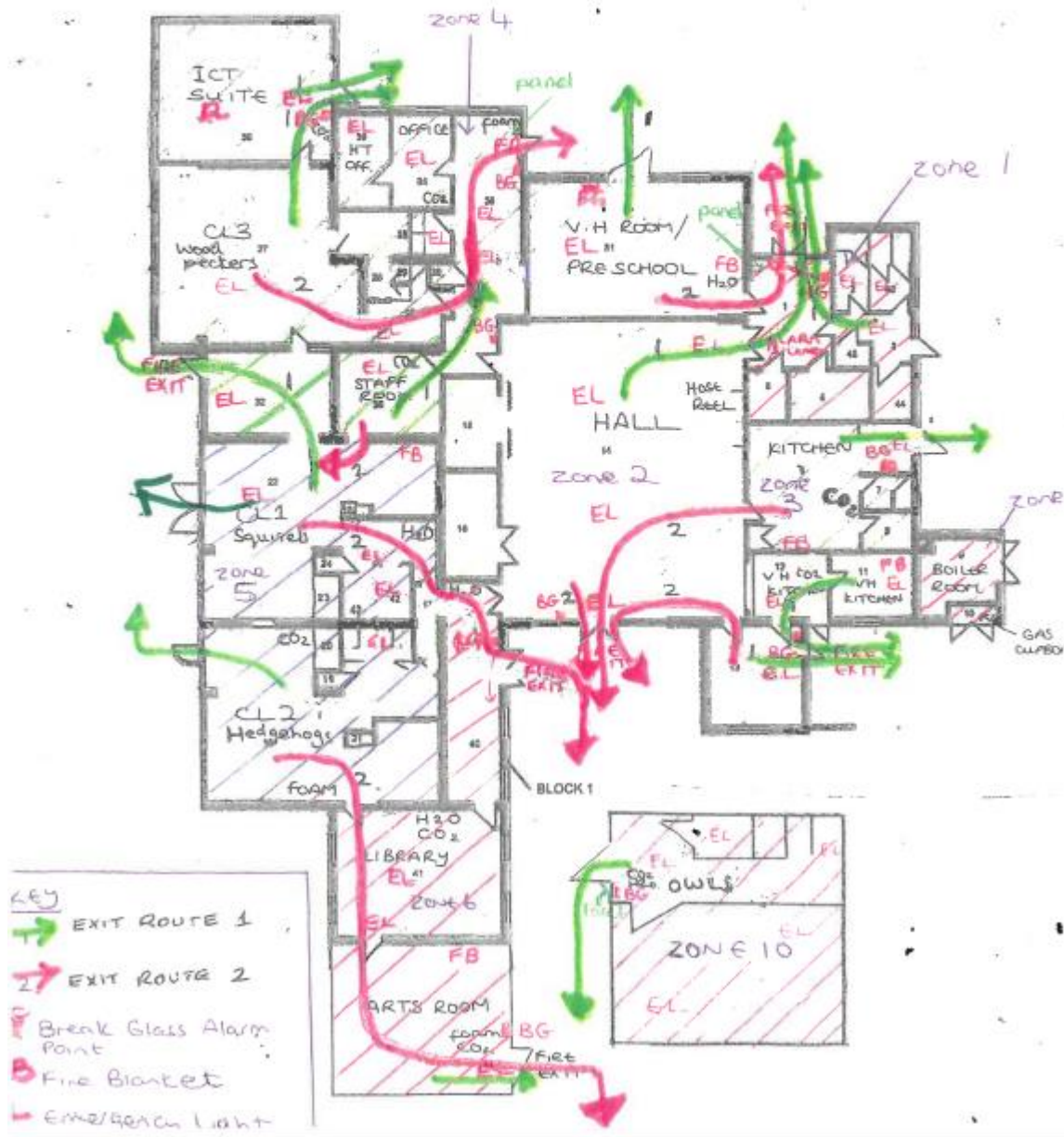
Summary of Pupil Days: Autumn Term 2026 74 Days Spring Term 2027 54 Days Summer Term 2027 67 Days Total Days 2026/27 195 Days (5 PD Days)

Appendix B – Site Plan

CARLTON C of E PRIMARY SCHOOL

FIRE EXITS, EMERGENCY ROUTES, LOCATION OF FIRE FIGHTING EQUIPMENT

FIRE ASSEMBLY POINT (PLAYGROUND)



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