

OLDHAM HULME GRAMMAR SCHOOL

STAY SAFE PROCEDURE

This procedure is applicable from EYFS through to Year 13

Background

The school has a clear Safeguarding policy which outlines the responsibilities for staff in safeguarding the children in their care. There are also a set of fire evacuation procedures which outline the procedure for evacuating the school buildings in the event of a fire. This is regularly reviewed and appropriate drills carried out.

The school also recognises that, although highly unlikely, it is possible that our staff and students could face dangers during a school day which are not covered by either of these documents. It is not possible to write a procedure that covers every possible type of event in detail, but this procedure aims to familiarise staff with key guiding principles.

Key Guiding Principles

- Staff should attempt to move pupils in their care as far away as possible from the source of danger.
- Staff should aim to do this by the quickest and safest route.
- Staff should seek to communicate the danger to others by any means available: word of mouth, text message, email.
- If appropriate the police should be informed.

Threats external to the school buildings

These might include: extreme weather conditions, a chemical spillage in the vicinity of the school, civil unrest in the vicinity of the school.

- Pupils and staff should remain in the school buildings until it has been communicated that it is safe to leave.
- Doors and windows should be closed and secured. Staff and pupils should move away from doors and windows.
- Staff becoming aware of the threat should alert others to the danger by all available means of communication (email, text message, word of mouth). Staff becoming aware of the threat should provide as much information as possible about the location of the threat.
- Staff and pupils engaged in outdoor activities on the school site should be brought into the nearest secure school building as quickly and safely as possible.
- If appropriate the police should be informed.

Threats within the school buildings

This might include an armed intruder in the buildings or a pupil bringing a weapon into school.

- Staff should aim to evacuate children from the building as quickly and safely as possible.
- Staff becoming aware of the threat should alert others to the threat by all means of communication possible (email, text message, word of mouth). Staff becoming aware of the threat should provide as much information as possible about the location of the threat.
- Staff should not assemble children as per the school's fire evacuation procedures but remove them from the school site.
- Where it is not possible to exit a building, staff should aim to hide children in the most secure place possible and instruct them to switch mobile phones to silent.
- Staff should alert the police. The National Police Chief's Council summarises this advice as: Run, Hide, Tell.

Core Roles and Responsibilities

Details of how the school will deal with a critical incident are outlined in the school's **Critical Incident Response Policy**.

Stay Safe Procedure Reviewed: September 2022

Next Review Due: September 2023

I have read and understood the Stay Safe Procedure Policy