**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 becoming aware of the threat should alert others to the danger by all available communication means.
* 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 should alert others to the threat by all communication means possible.
* 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: February 2019**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: February 2020**