

Emergency Response Protocol

Primary, Secondary, FEC

1. Alert Phase Managers of emergency situation that you require support with.

2. If unavailable call the office and ask for an emergency response announcement: "An emergency response is required in (location) for a (phase) student" will be announced over the tannoy twice.

3. LF and JL to be called on mobiles by office to check they have heard the announcement.

3. JL, LF and Phase Managers, to attend the location along with: GP, JG, KP if safe to leave their work and do so.

4. HOS/ JL/ LF to identify a response lead, this person will then over see the management of the issue and risk assess who they need to remain and what they need to do throughout the duration of the emergency.

5. The response lead will debrief with the staff involved as necessary (the class & phase team etc) and action next steps to alert parents and other professionals currently involved in supporting the student and wider family.

6. The incident will be discussed in the next Recovery Team meeting, reviewing each situation as necessary.

Highly Specialist Behaviour Team

1. Alert SBe/ JL of emergency situation that requires support.

2. If unavailable call the office and ask for an emergency response announcement: "An emergency response is required in (location) for a LLC/ PLC student" will be announced over the tannoy twice. LF & JL called on mobile phone to ensure they have heard the announcement.

4. JL/ LF/ SBe/ GP to make their way to the location of the incident to assist Keyworkers in managing the incident and supporting as necessary, calling for further help if necessary.

4. JL/ LF to consider if a call to the emergency services is necessary, if so the call should be made via the main office with students personal details from Integris

5. SBe/ JL/ DMs will debrief with staff involved and alert parents, health and social care colleagues as necessary

6. The incident will be discussed with the Headteacher and Deputy Headteacher.