



Sycamore Hall Preparatory School Staff Code of Conduct

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1. Aims and purpose

Sycamore Hall Preparatory School is committed to ensuring that, in the event of a major emergency or incident, the School provides an effective and coordinated emergency response to minimise the impact of the emergency and ensure the **health, wellbeing and safety of all children, staff, visitors and other adults** in the School's care.

The School recognises that an emergency may occur with little or no warning. It is therefore important that staff understand their responsibilities and know how to respond quickly, calmly and appropriately.

The primary concern in any emergency will always be the safety of the children and adults on the School premises.

2. What constitutes an emergency

An emergency or crisis is an unexpected event which affects the School community and causes disruption on a scale beyond the School's normal capacity to manage.

An emergency may involve a significant threat to, or damage to, property, or injury or risk of injury to individuals.

The appropriate response will depend upon the nature and circumstances of the incident. This may include evacuation, remaining indoors, sheltering or lockdown.

Staff should use their professional judgement and follow instructions from the Headteacher, senior member of staff or emergency services.

3. Examples of emergency incidents

Examples of incidents which may impact on the School include:

- Fire or serious damage to the School buildings
 - Flood or other major environmental incident
 - Serious accident or injury
 - Death of a pupil or member of staff
 - Serious assault or violence
 - A missing child or suspected abduction
 - An intruder or unauthorised person entering the premises
 - A dangerous individual or external threat
 - A bomb threat or suspicious package
 - Gas leak or hazardous substance incident
 - Loss of essential services
 - Severe weather or other natural emergency
 - Serious infectious disease outbreak
 - Significant cyber or information security incident
 - Any other incident which presents a serious or immediate risk to the safety or wellbeing of the School community.
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4. Objectives of the Emergency Plan

In the event of an emergency, the action taken should concentrate on:

- Protecting life and ensuring the immediate safety of children and adults.
 - Removing people from danger where necessary.
 - Evacuating, sheltering or securing people according to the circumstances of the incident.
 - Ensuring that emergency services are contacted promptly.
 - Ensuring that information about the emergency is communicated quickly and clearly.
 - Accounting for all children, staff and visitors as soon as it is safe to do so.
 - Providing appropriate care and support to those affected.
 - Ensuring that important decisions and actions are properly recorded.
 - Maintaining appropriate communication with parents and carers.
 - Protecting confidential and sensitive information.
 - Facilitating a return to normal working arrangements as soon as reasonably possible.
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5. Activation of the Emergency Plan

The Emergency Plan will normally be put into action by the **Headteacher**.

If the Headteacher is unavailable, responsibility will pass to the most senior member of staff available.

Any member of staff who becomes aware of an emergency must take immediate and appropriate action to protect children and others from harm and inform the Headteacher or senior member of staff as soon as possible.

The School will contact the appropriate emergency service without delay where the circumstances require it.

Emergency services

999

Staff must not place themselves or children at unnecessary risk while attempting to deal with an emergency.

6. Fire and evacuation

The School's fire safety and evacuation procedures must be followed in the event of a fire or other incident requiring evacuation.

Staff should:

- Follow the fire alarm and evacuation procedures.
 - Take children to the designated assembly point.
 - Take the class register where this can be done safely.
 - Account for all children and immediately report any missing person.
 - Ensure visitors and other adults are accounted for.
 - Remain with the children and await further instructions.
 - Never re-enter the building until authorised to do so by the emergency services or the person responsible for the evacuation.
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7. Intruder or unauthorised person on the premises

If an intruder or unauthorised person enters the School premises, the safety of the children and staff is the highest priority.

Staff should **not automatically approach or confront the individual**.

The appropriate response will depend upon the circumstances, including the location and behaviour of the individual and whether there is an immediate threat.

Where possible and safe to do so:

- Inform the Headteacher or senior member of staff immediately.
- Contact the police on **999** where there is an immediate threat or risk of violence.
- Observe the individual from a safe position and provide information to the Headteacher or police.
- Secure doors where appropriate.
- Move children away from the threat.
- Follow the School's lockdown or shelter arrangements where appropriate.
- Do not move children towards or through the location of the intruder.
- Do not put children or staff at unnecessary risk by attempting to challenge, restrain or remove an intruder.

The School will follow the instructions of the police once they arrive.

8. Lockdown and shelter

Where there is a serious or immediate threat to people within or near the School, it may be safer for

children and staff to remain inside secure areas rather than evacuate.

Where a lockdown or shelter procedure is initiated, staff should:

- Bring children inside where it is safe to do so.
- Secure doors and windows.
- Keep children away from doors and windows.
- Keep quiet and remain calm.
- Silence mobile phones where appropriate.
- Follow instructions from the Headteacher, senior staff or emergency services.
- Maintain supervision of children.
- Avoid opening doors to unknown individuals.
- Wait for the official instruction that the lockdown or shelter period has ended.

The School's lockdown arrangements will be practised periodically in an age-appropriate manner.

9. Missing child or suspected abduction

A missing child is a safeguarding emergency.

Staff must immediately inform the Headteacher and/or Designated Safeguarding Lead and follow the School's missing child procedures.

Where there is a suspected abduction or an immediate risk to the child, the police must be contacted on **999** without delay.

The School will provide the police with all relevant information, including:

- The child's name and description.
- What the child was wearing.
- The child's last known location.
- The time the child was last seen.
- Any relevant medical or safeguarding information.
- Information about any suspected person or vehicle.

Parents or carers will be contacted as soon as appropriate, taking account of police and safeguarding advice.

10. Serious accident, injury or medical emergency

In the event of a serious accident, injury or medical emergency, staff should:

1. Ensure that the immediate area is safe.
 2. Provide first aid within the limits of their training.
 3. Call **999** where emergency medical assistance is required.
 4. Inform the Headteacher or senior member of staff.
 5. Contact parents or carers as appropriate.
 6. Preserve relevant information and evidence where necessary.
 7. Record the incident in accordance with the School's accident, health and safety and safeguarding procedures.
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Where an incident may require reporting under health and safety legislation, the School will follow the appropriate reporting procedures.

11. Bomb threat or suspicious package

If the School receives a bomb threat or a suspicious package is identified:

- Do not touch, move or interfere with the item.
- Inform the Headteacher or senior member of staff immediately.
- Contact the police.
- Follow police instructions.
- Move children and adults away from danger using the evacuation or shelter arrangements directed by the emergency services.
- Follow any instructions concerning the use of mobile phones, radios or other equipment.

Staff should not place themselves or children at unnecessary risk.

12. Serious weather, flood or external emergency

In the event of severe weather, flooding or another external emergency, the Headteacher will assess the situation and seek advice from the relevant emergency services or local authority where appropriate.

Depending upon the circumstances, the School may:

- Remain open with additional precautions.
- Keep children indoors.
- Delay the start of the School day.
- Close the School early.
- Arrange for children to be collected.
- Evacuate the premises.
- Temporarily close the School.

Parents and carers will be informed of any significant change to normal arrangements.

13. Communication with parents and carers

The School will establish a clear and controlled method of communication with parents and carers following a major incident.

Information will be provided as soon as reasonably possible, taking account of:

- The safety of children and staff.
- Advice from emergency services.
- The need to avoid unnecessary alarm.
- Confidentiality and data protection.
- The need to ensure that information provided is accurate.

Parents and carers should **not attend the School unless specifically asked to do so**, as this may obstruct emergency services or create additional risks.

14. Communication with the media

Only the Headteacher or an authorised representative of the School should provide information to the media.

Staff should not make public statements about an emergency on behalf of the School or post information about the incident on personal social media accounts.

Staff should refer any media enquiries to the Headteacher or authorised representative.

15. Recording and documentation

The School will maintain an appropriate written record of significant emergency incidents.

Records should include, where appropriate:

- The date and time of the incident.
- The nature of the incident.
- Decisions made.
- Actions taken.
- Emergency services contacted.
- Advice received.
- Children and adults affected.
- Communications issued.
- Injuries or damage.
- Follow-up actions.

Records will be retained securely and in accordance with the School's safeguarding and data protection procedures.

16. Support following an emergency

Following a serious incident, the School will consider the emotional and practical needs of children, staff and families affected.

This may include:

- Additional pastoral support.
- Access to appropriate professional support.
- Communication with parents and carers.
- Support for staff.
- Safeguarding referrals where appropriate.
- Liaison with external agencies.

The School will consider whether any child requires additional safeguarding or welfare support following the incident.

17. Recovery and return to normal arrangements

Following an emergency, the Headteacher will assess when it is safe to resume normal operations.

Where the School cannot operate from its usual premises, alternative arrangements will be considered in accordance with the School's business continuity arrangements.

The School will liaise with the relevant authorities and emergency services where appropriate.

The School will aim to restore normal arrangements as soon as reasonably practicable while ensuring that the safety and wellbeing of pupils and staff remain the priority.

18. Review of the Emergency Plan

Following any significant emergency, the School will review its response and identify any lessons learned.

The Emergency Plan will be amended where necessary to reflect:

- Lessons learned from incidents or emergency exercises.
- Changes to the School premises.
- Changes in staffing or responsibilities.
- Changes to emergency arrangements.
- Changes to relevant legislation or guidance.

The Emergency Plan will be reviewed annually and sooner if circumstances require.

Emergency Contacts

Emergency Services: 999

Police non-emergency: 101

School: 01302 618660

The School's emergency contact list, including relevant staff, governors, utility providers, local authority contacts and other emergency contacts, will be maintained separately and kept readily accessible to authorised staff.