



Achieving excellence together

Emergency Management Policy

Approved by:	Trust Board		
Responsible department:	Core MAT Team		
Last review date:	August 2025	Last reviewed by:	COO – Jayne Firth
Last updated:	August 2025	Last updated by:	COO – Jayne Firth
Next review due :	August 2026		

RATIONALE

The purpose of an emergency management plan is to allow consideration of various types of emergency and about how the Trust is placed to deal with them, and to give the school community confidence when faced with a crisis.

A risk register of events which could affect each site has been completed and is updated annually.

The plan relates to:

- a) An event which threatens the safety of pupils and/or staff, the school premises, or a crisis which might affect the public reputation of the school,
And
- b) Where the Principal considers that the academy will benefit from receiving additional (external) support or,
- c) Where the community in which the academy is used is affected by an emergency.

The plan provides guides to actions that will be considered by the CEO, Principals, members of the SLT and the academy emergency management teams in case of an emergency at each academy, or on an educational visit or within the local community.

Written records will be kept and any expenditure relating to an emergency will be accounted for.

The plan covers procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.

The overall aim is to provide a safe and secure environment during any emergency situation with the outcome to maintain, as far as possible, a normal level of service.

AIMS

To create an awareness of the need for planned arrangements to be made and to ensure all parties are aware of their actions and responsibilities.

Provide re-assurance of the practical help that is available from other agencies.

To ensure all known factors have been addressed to enable the safety and welfare of all parties affected.

AREAS OF EMERGENCY MANAGEMENT

In School:

A deliberate act of violence, such as the use of a knife or firearm.

A school fire or explosion.

A pupil or teacher being taken hostage.

The destruction or serious vandalism of part of the school.

Extreme weather affecting accessibility

Outside School:

The death of a pupil or member of staff through natural causes or accidents.

A transport-related accident involving pupils and/or members of staff.

A more wide-spread disaster in the community.

Death or injuries on school journeys or excursion.

Civil disturbances and terrorism.

BUSINESS CONTINUITY

In addition to the emergency plan a business continuity plan has also been compiled.

LINKS WITH OTHER POLICIES

The emergency activation plan is the actual plan that is followed by the emergency management team together with the emergency management contact list.

Emergency check lists and group leader action cards are appendices to the school educational visits policy.

Trust Business Continuity Plan.

The risk registers, emergency plans and business continuity plans will be updated annually.