

Journey Independent School Out of Hours Emergency

September 2026



Implementation Date: September 2026

Review Date: September 2027

Date Policy Agreed: September 2026

1. Purpose and Scope

This policy defines the procedures for handling emergencies that occur outside normal school operating hours (typically 7:00 PM to 7:30 AM Monday through Friday, weekends, and school holidays). It applies to all staff, contractors, and external groups using the school premises.

2. Definition of an Out-of-Hours Emergency

An emergency is any unexpected event that poses an immediate threat to life, safety, or property. Examples include:

- Critical incidents involving students or staff (e.g., severe injuries, fatalities, or missing persons during school trips).
- Severe facility damage (e.g., fires, major floods, gas leaks, structural collapse).
- Security breaches (e.g., active break-ins, significant vandalism, localised civil unrest).
- Severe weather events causing immediate danger or making the site unsafe.

3. Initial Emergency Response Action

The individual who discovers or is notified of the emergency must immediately take the following actions:

1. **Ensure Personal Safety:** Do not put yourself or others in danger.
2. **Contact Emergency Services (if applicable):** Call 999 (or local emergency number) immediately for fire, police, or medical assistance. State the school name, exact address, and nature of the emergency clearly.
3. **Notify the On-Call Contact:** Contact RSDAH (site managers) and Business Manager

4. Emergency Management Structure

To manage the incident effectively, the school operates a tiered on-call response system:

- **First Responder (Site Manager/ Business Manager):** Assesses physical damage, secures the premises, and coordinates with emergency services on-site.
- **Incident Commander (Headteacher / or Designated Deputy):** Assesses the wider operational impact, activates the Crisis Management Team, and handles communications.
- **Media and Liaison Officer (Business Manager):** Manages all external communications with parents, the press, and the local authority.

5. Communications Protocol

- **Internal Staff Notification:** The Incident Commander will use the staff emergency phone tree or dedicated messaging app to alert relevant personnel.

- **Parent and Guardian Communication:** Information will be disseminated through official school channels only (e.g., SMS broadcast system, school website, official social media accounts). Staff must not post about the incident on personal social media.
- **Media Enquiries:** All media enquiries must be directed to the Media and Liaison Officer. No other member of staff is authorised to speak to the press.

6. Business Continuity and School Closure

If the emergency affects the opening of the school the following morning:

- The Headteacher will make the decision to close or delay opening by 6:30 AM.
- The Site Manager will ensure safe access routes are blocked if the site is dangerous.
- The administrative team will launch the remote learning contingency plan if an extended closure is required.

7. Post-Incident Review

Following any out-of-hours emergency, the Leadership Team will:

- Conduct a debrief session within 48 hours to review the effectiveness of the response.
- Provide counseling or psychological support resources to affected staff and students.
- Update this policy and associated emergency contacts based on lessons learned.

Contact numbers:

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