



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	School Evacuation
Date policy updated	03.12.2019
Date policy to be reviewed	03.11.2020
Author	Mr G Cowper
A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Health and Safety

In the unlikely event that the Head of School or the Deputy Heads of School with the Director of Finance and Operations decide that it is necessary to evacuate the whole School, an orderly and rehearsed move from the fire assembly areas will, ideally, take place along western edge of College Road to the access road leading to the College Pavilion, which is located in the grounds of Clifton College and is adjacent to Clifton High School. This location has been chosen as it is available 24/7 365 days per year.

If there is inclement weather the School will be accommodated in the Clifton College dining room. There are also two other alternative locations – the Roman Catholic Cathedral or Christ Church should the need arise. If at the time of the evacuation those are more suitable then the relevant persons will be contacted to make the necessary arrangements. In all three cases minor roads must be crossed and the welfare of pupils carefully considered.

Given the possibility that a fire, gas leak or other calamity could affect the School Green Buildings it cannot be assumed that College Road will be the safest route. The Head of School or the Deputy Heads with the Director of Finance and Operations will assess the situation and may direct the School to Clifton College Pavilion via Clifton Park Road, Park Percival Road and College Road.

Movement

Fire marshals in high visibility jackets will mark all the turning points along the agreed route.

Movement will take place once the School has reported everyone is present to the Head of School or the Deputy Heads of School if the Head of School is absent. Movement will be under the control of the Deputy Heads of School and the Head and Assistant Head of Sixth Form. Pupils will move in their form groups in pairs and in silence from the fire assembly points on the lawn and Multi User Games Area (MUGA).

The Early Years Foundation Stage (EYFS) will move under the guidance of form teachers via Clifton Park to College Road or via the main gates as directed with assistance from the sixth formers who will make their way to the MUGA after registration is completed.

EYFS will move from the tennis courts through the main gates and left on to College Road. If the Roman Catholic Cathedral is selected, the EYFS will access the Cathedral via Cobblestone Mews. If Christ Church is selected, the EYFS will access the Church via College Road. This will allow for their slow-moving speed and will not limit the progression of older pupils.

The Junior School and Reception will move from the MUGA through the main gates to College Road. They will be followed by Year 7 and the remainder of the Senior School. If the decision is to leave by the swimming pool gate then the Juniors and Reception will follow Year 7.

Visitors, Business Support and Staff who do not have a form will follow the pupils.

Description of Clifton College Pavilion Assembly area

Upon arrival, the School will assemble in forms facing the pavilion.

The Junior School will assemble parallel to College Road. The Sixth Form and EYFS will assemble in front of the pavilion. Visitors, Business Support and Staff who do not have a form will assemble on the grass mound in front of the pavilion. A further registration will take place.

Description of Roman Catholic Cathedral Assembly area

Fire marshals will ensure that the school will enter and exit by the main entrance or as directed by the Cathedral staff. The School will be sat in forms. EYFS will be seated back of the Cathedral as they will arrive last. Visitors, Business Support and Staff who do not have a form will sit at the back of the cathedral. A further registration will take place.

Description of Christ Church Assembly area

Fire marshals will ensure that the school will enter and exit by the main entrance or as directed by the church staff. The School will be sat in forms. EYFS will be seated at the back of the church as they will arrive last. Visitors, Business Support and Staff who do not have a form will sit at the back of the cathedral. A further registration will take place.

Incident Control

The Director of Finance and Operations will establish an operations centre with the School Office in the Pavilion at Clifton College, the Cathedral Presbytery or the office at Christ Church.

The Estates Manager or Deputy Estates manager in his absence will remain on site with the remainder of the estates department and meet the emergency services and provide information and support.

In the highly unlikely situation that the emergency services forbid a return to School then the web site will be the main point of information for parents, The School website is cloud based and can be accessed from any smart phone by an authorised member of staff should if necessary. The instructions for which are also in the cloud as well as being contained in the Evacuations box in the School Office. This box will be taken by the Finance and Operations Director or the School Office staff to the agreed evacuation location.

Practice

The School practices a full-scale evacuation of the School site every two years. In the last six years Clifton College Pavilion, The Roman Catholic Cathedral and Christ Church have all been used. The last practice was on 10th May 2017 when the alternate route to Clifton College Pavilion and the Roman Catholic Cathedral was practiced.

Contact Details

Clifton College Bursar 0117 3157112

Monday - Friday 9.00am – 5.00pm

Main School Office 0117 315 7000

Roman Catholic Cathedral

0117 9738411

Monday - Friday 9.00am – 5.00pm

Christchurch

0117 973 6524 – 0 in an emergency


Map to show route to evacuations sites and routes

Key


The red lines show the ideal direction of travel for Reception, Junior School, Senior School, Visitors, Business Support and Staff who do not have a form.

The orange lines show the direction of travel for EYFS and Sixth form helpers.

The blue line shows the assembly area if Clifton College Pavilion is used.

Clifton High School 

Clifton College Pavilion 

Christ Church 

Roman Catholic Cathedral 

