St Dunstan's College

PART OF
ST DUNSTAN'S EDUCATION GROUP

FIRE AND DISASTER EMERGENCY EVACUATION PLAN

Policy Owner:	Chief Operating Officer (COO)
ISSR Reference:	Part 3 – Welfare, Health and Safety of Pupils;
Date of review:	Spring 2026
Approved by:	Group Board
Date of next review	Spring 2027

Version control information

Reason for Amendment	Role	Date	Main Changes
Annual review	Chief Operating Officer (COO)	Lent 2025	Transfer to new template
Interim Review	Chief Operating Officer (COO)	Trinity 2025	JS evacuation point updated
Interim Review	Chief Operating Officer (COO)	Trinity 2025	Roles and responsibilities updated
Annual review	Chief Operating Officer (COO)	Lent / Spring 2026	Minor edits only No change to procedure

Fire and Disaster Emergency Evacuation Plan St Dunstan's College, Stanstead Road

A. The school day

Junior School	
Nursery	**0820 – 1510**
Reception	**0820 – 1515**
Years 1-2	**0820 – 1535**
Years 3-6	**0820 – 1535**
Senior School	
All year groups	**0820 to 1615**

Initial actions	
Action to be taken on discovery of a fire	1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire **IMMEDIATELY** following nearest available escape route
Action to be taken on hearing fire alarm	1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: Junior School – MUGA Senior School – Top Field closest to Cricket Square Non-teaching staff, visitors & contractors – the MUGA-side of the Wellness Centre unless circumstances dictate otherwise See **Appendix A** for Assembly Point

	NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR DEPUTY HEAD (PASTORAL), OR PERSON ACTING ON THEIR BEHALF
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) 3. Pupils who are waiting to be evacuated from a designated refuge, must be reported to the Deputy Head (Pastoral). Staff or visitors who are waiting to be evacuated from a designated refuge must be reported to the Head of the Senior School
Registering at the Assembly Point	
Senior School Heads of Section	1. Collect fire registers from relevant school office staff 2. Distribute registers to Heads of Year 3. Collect in checked registers from Heads of Year 4. Register presence of Form Tutors and Heads of Year overseeing registration of their section, using SignIn App 5. Note any discrepancies and inform Deputy Head (Pastoral) including noting absence / presence of Form Tutors overseeing registration of their section
Senior School Heads of Year	1. Collect fire registers from relevant Head of Section 2. Distribute registers to Form Tutors 3. Collect in checked registers 4. Note any discrepancies and inform Deputy Head (Pastoral)
Head of Sixth Form	1. Collect fire registers from relevant school office staff 2. Distribute paper registers to Sixth Form Tutors 3. Cross-reference completed registers with Sign-In app information

	4. Note any discrepancies and inform Deputy Head (Pastoral)
Sixth Form Tutors	1. Use SignIn App and / or paper registers to register form groups 2. If using a paper register initial and return to Head of Sixth Form 3. If using SignIn App, notify Head of Sixth Form of any discrepancies
Senior School Form Tutors	1. Collect register from appropriate Head of Year 2. Mark on the sheet any known discrepancies (e.g. dental appointment) 3. Initial register and return to appropriate Head of Year
Junior School Form Teachers	1. Collect register from Junior School Office staff 2. Mark on the sheet any known discrepancies (e.g. dental appointment) 3. Initial register and return to Junior School Deputy Head (Pastoral)
Senior School Academic Leadership Team	1. Support initial lining up of Senior School pupils 2. Report to **Point SS** and then assemble outside the MUGA-side of the Wellness Centre, unless circumstances dictate otherwise
Visiting Music Teachers (VMTs)	1. Take pupil(s) to appropriate form group 2. Report to **Point SS** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Junior School teaching and teaching support staff <u>not</u> registering pupils (e.g. TAs)	Report to **Point JS** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Senior School Teaching Staff (<u>unless</u> Heads of Year, Form Tutors, Form Teachers) & Teaching Support Staff (e.g. TAs, technicians)	Report to **Point SS** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Professional Services Staff	Report to **Point P** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Visitors	Report to **Point V** and then assemble outside Wellness Centre, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	

Deputy Head (Pastoral) [Deputy: Deputy Head (Academic)]	1. Make way to Wellness Centre to co-ordinate registration of all pupils and Senior School Form Tutors, Heads of Section and Heads of Year. 2. Note any registration discrepancies for pupils and staff accompanying pupils 3. Liaise with Head of Senior School regarding staff / visitor /contractor registration status 4. Liaise with Head of Building Operations via radio, regarding status of evacuation and incident 5. Confirm if / when the building can be re-entered
Head of Senior School [Deputy: Head of Junior School]	1. Make way to Wellness Centre to co-ordinate registration of all staff and visitors, except Senior School Form Tutors, Heads of Section and Heads of Year and Junior School Teaching Staff 2. Note any registration discrepancies 3. Liaise with Deputy Head (Pastoral), via radio, regarding status of evacuation for staff / visitors / contractors
Head of Building Operations [Deputy: Head of Administrative Services]	1. Make way to West Gate to liaise with Fire Brigade 2. Communicate, via radio, with Estates Team Leader to obtain fire panel status 3. Communicate, via radio, with Deputy Head (Pastoral) regarding status of evacuation 4. Inform Fire Brigade when they arrive of location of incident and status of evacuation
Junior School Deputy Head (Pastoral)	1. Make way to the MUGA to co-ordinate registration of Junior School pupils 2. Collect completed Junior School registers from Form Teachers 3. Note any registration discrepancies and notify Deputy Head (Pastoral) and Head of Junior School
Junior School Deputy Head (Academic)	1. Make way to Wellness Centre to co-ordinate registration of Junior School teachers and teaching support staff 2. Stand at Point JS and register Junior School teachers and teaching support staff using SignIn app 3. Note any registration discrepancies and inform Head of Senior School

Event lead (e.g. school assembly)	1. Provide clear instructions to visitors on evacuation procedure and direct to Point V at Assembly Point 2. Ensure area is fully evacuated 3. Pass visitor list to College Office staff for registration purposes, alerting them to any know known discrepancies
College Office staff, coordinated by Office Manager	1. Take Senior School registers and i-Pad with SignIn app 2. Take to Wellness Centre: Radio, and senior school registers. The fire box is located at the Wellness Centre containing blank class lists for the whole school. 3. Take to Wellness Centre: Late book, radio, visitors list, senior school registers, fire box (located in Wellness Centre) 4. Distribute registers to Heads of Section 5. Stand at Point V and register Visitors 6. Report any discrepancies to Head of Senior School
Junior School Office staff coordinated by Office Manager	1. Take Junior School registers, radios and i-Pad with SignIn app 2. Distribute form lists to Form Teachers within the MUGA 3. Stand at Point JS and register Junior School Staff using SignIn App 4. Report any discrepancies to Head of Senior School
EA Team	1. Take i-Pad with SignIn app 2. Go to Wellness Centre 3. Stand at Point SS and register teaching staff (not involved in registering pupils) 4. Report any discrepancies to Head of Senior School
Finance and People team	1. Take i-Pad with SignIn app 2. Go to Wellness Centre, stand at Point P and register Professional Services staff 3. Report any discrepancies to Head of Senior School
Swimming teachers & lifeguards	1. Ensure all swimmers exit the pool immediately 2. Swimmers line up pool side and prepare to evacuate

	3. Radio Estates Team Leader to obtain fire alarm panel update. If immediately confirmed that fire panel is indicating no alarm activation in Leisure Centre, swimmers remain on poolside. 4. If Estates Team Leader does not immediately confirm location of incident, or confirms alarm activation is within Leisure Centre initiate full evacuation. Provide swimmers with foil blankets. 5. If Estates Team Leader confirms that full evacuation is not required, register swimmers poolside 6. One member of staff should then go to the assembly point to confirm registration and any discrepancies, or radio Deputy Head (Pastoral) 7. Pool users await further instruction. Swimmers must not re-enter the pool until the Deputy Head (Pastoral) confirms that the incident is over 8. Pool users should remain prepared to fully evacuate with staff listening for instruction via the radio
Catering Staff	1. All catering staff follow instructions provided by Director of Catering, or their nominated deputy 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble in car park by the Refectory, unless circumstances dictate otherwise 4. Any Catering Staff based in Sixth Form Café should radio Catering Manager to confirm safe evacuation and go to School Field assembly point, registering at Point P 5. The Director of Catering must radio Head of Senior School to confirm discrepancies / evacuation complete
Estates Team Leader / Estates Team	1. Go to fire panel in main lobby to ascertain location of incident and inform Head of Building Operations 2. Maintain communication with Estates Team and allocate following roles: • Monitor building exit points and direct to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access, including unlocking bollards

	• Pupils, staff and visitors attempting to enter site should be asked to wait off site until end of incident 3. Estates Team Leader must radio Head of Senior School to confirm discrepancies / evacuation complete for Estates Team who cannot report to main assembly point

B. Before and after the main school day

Junior School	
Nursery	**0745 – 0820 & 1510 – 1800**
Reception	**0745 – 0820 & 1515 – 1800**
Years 1-2	**0745 – 0820 & 1535 – 1800**
Years 3-6	**0745 – 0820 & 1535 – 1800**
Senior School	
All year groups	**0745 – 0820 & 1610 – 1800**

Initial actions	
Action to be taken on discovery of a fire	1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire **IMMEDIATELY** followings nearest available escape route
Action to be taken on hearing fire alarm.	1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: Junior School – MUGA

	Senior School – Top Field closest to Cricket Square Non-teaching staff, visitors & contractors – the MUGA-side of the Wellness Centre unless circumstances dictate otherwise. See **Appendix A** for Assembly Point **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE INCIDENT LEAD**
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP). 3. Occupants who are waiting to be evacuated from a designated refuge, must be reported to the Incident Lead.
Registering at the Assembly Point	
Junior School teaching and teaching support staff not registering pupils	Report to **Point JS** and then assemble outside MUGA-side of Wellness Centre, unless circumstances dictate otherwise
Senior School Teaching Staff (unless Heads of Year, Form Tutors, Form Teachers) & Teaching Support Staff (e.g. TAs, technicians)	Report to **Point SS** and then assemble outside MUGA-side of Wellness Centre, unless circumstances dictate otherwise
Professional Services Staff	Report to **Point P** and then assemble outside MUGA-side of Wellness Centre, unless circumstances dictate otherwise
Visitors	Report to **Point V** and then assemble outside MUGA-side of Wellness Centre, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	

Incident Lead (as per rota)	1. Take radio with them. 2. Make way to Wellness Centre to co-ordinate registration of **all** pupils and staff 3. Confirm registration of before/after school care and Forder clubs 4. Liaise with any Senior School activity leads regarding registration 5. Liaise with Estates Team regarding status of evacuation 6. Confirm if / when the building can be re-entered
Event Lead (e.g. for school assembly)	1. Provide clear instructions to visitors on evacuation procedure and direct to Point V at Assembly Point 2. Pass visitor list to College Office staff for registration purposes
College Office staff	1. Print out visitors list 2. Take to Wellness Centre: radio, visitors list, fire box (located in Wellness Centre) 3. Stand at Point V and register Visitors 4. Report discrepancies to Incident Lead
Junior School Office staff	1. Take radio and i-Pad with SignIn app to manage staff registration 2. Stand at Point JS and register Junior School Staff 3. Report any discrepancies to Incident Lead
Before / After School Care Coordinator	1. Take radio and before / after school care register to the MUGA 2. Take register 3. Note any registration discrepancies to Incident Lead, or their nominated deputy
Junior School Forder Club teachers	1. Take mobile phone or laptop to manage registration via SOCS 2. Take register of activity / event using SOCS / paper register 3. Note any registration discrepancies to Incident Lead.
Swimming teachers & lifeguards	1. Ensure all swimmers exit pool immediately 2. Swimmers line up pool side and prepare to evacuate 3. Radio Estates Team Leader to obtain fire alarm panel update. If immediately confirmed that fire panel is indicating no alarm activation in Leisure Centre, swimmers remain on poolside

	4. If Estates Team Leader does not immediately confirm location of incident or confirms alarm activation is within Leisure Centre commence full evacuation. Provide swimmers with foil blankets 5. If Estates Team Leader confirms that full evacuation is not required, register swimmers poolside 6. One member of staff should then go to the assembly point to confirm registration and any discrepancies 7. Pool users await further instruction. Swimmers must not re-enter pool until Incident Lead, confirms that the incident is over 8. Pool users should remain prepared to evacuate with staff listening for instruction via the radio
Senior School activity lead	1. Take register of activity / event 2. Note any registration discrepancies to Incident Lead
People and Finance	1. Take i-Pad with SignIn app 2. Go to Wellness Centre, stand at Point P and register Professional Services staff 3. Report any discrepancies to Incident Lead
EA team	1. Take i-Pad with SignIn app 2. Go to Wellness Centre 3. Stand at Point SS and register teaching staff (not involved in registering pupils) 4. Report discrepancies to Incident Lead
Catering Staff	1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble in car park by Refectory, unless circumstances dictate otherwise 4. Any Catering Staff based in Sixth Form Café should radio Catering Manager and go to the school field assembly point, registering at Point P 5. The Catering Manager must radio Incident Lead to confirm discrepancies / evacuation complete
Estates Team	1. Go to fire panel in main lobby to ascertain incident location and inform Incident Lead 2. Maintain communication with Estates Team and allocate following roles:

	• Monitor building exit points and direct all to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access, including unlocking bollards • Pupils, staff and visitors attempting to enter site should be asked to wait off site until end of incident 3. Estates Team Leader must radio Incident Lead to confirm discrepancies / evacuation complete for Estates Team who cannot report to main assembly point 4. Liaise with Fire Brigade

C. Out of hours, before 0740 and after 1800 Monday to Friday, weekends and school holidays

Initial actions	
Action to be taken on discovery of a fire	1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire **IMMEDIATELY** following nearest available escape route
Action to be taken on hearing fire alarm	1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence at the Wellness Centre **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR INCIDENT LEAD**
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plan or General Emergency Evacuation Plan. 3. Anyone waiting to be evacuated from a designated refuge, must be reported to the Incident Lead.
Registering at the Assembly Point	
All building users	Report to Incident Lead who will be located at Wellness Centre, notifying them of any known discrepancies.
Instructions for staff with specific responsibilities	

Incident Lead (either most senior member of Estates or St Dunstan's Enterprises staff available)	1. Make way to Wellness Centre to co-ordinate registration 2. Note any registration discrepancies 3. Liaise with other members of the Estates or Enterprises team, regarding status of evacuation 4. Confirm if / when the building can be re-entered Incident Lead is from Estates Team: 7am to 7pm Monday to Friday and 8am to 1pm Saturday Incident Lead is from Enterprise Team: 7pm to 10pm Monday to Friday and 1pm to 5pm Saturday
Event lead / external hirer	1. Provide clear instructions to participants on evacuation procedure 2. Register participants and inform Incident Lead of any discrepancies
Swimming teachers & lifeguards	1. Ensure all swimmers exit pool immediately 2. Line all swimmers up pool side and prepare to evacuate 3. Radio to obtain fire alarm panel update. If immediately confirmed that fire panel is indicating no alarm activation in Leisure Centre, swimmers remain on poolside. 4. If location is not immediately confirmed, or alarm activation is within Leisure Centre, commence full evacuation. Provide swimmers with foil blankets 5. If radio communication confirms that full evacuation is not required, register swimmers poolside 6. One member of staff should then go to the assembly point to confirm registration and any discrepancies, or radio Incident Lead 7. Pool users await further instruction and must not re-enter the pool until the incident is confirmed over by the Incident Lead 8. Pool users should remain prepared to fully evacuate with staff listening for instruction via the radio
Member of Estates Team / St Dunstan's Enterprises Team	1. Go to fire panel in main lobby to ascertain incident location and inform Incident Lead

	2. Maintain communication with Estates and Enterprises Team and allocate, where possible, following roles: • Obtain sign in sheet from West Door and pass to Incident Lead • Monitor building exit points and direct all to assembly point • Monitor West Gate to prevent vehicle entry and leave clear for Fire Brigade access, including unlocking bollards • Anyone attempting to enter site should be asked to wait off site until end of incident • Make way to West Gate to liaise with Fire Brigade 3. Communicate, via radio, with Incident Lead regarding status of evacuation and location of incident 4. Inform Fire Brigade when they arrive of location of incident and status of evacuation

D. Out of hours, when the only individuals onsite are occupants in the Head's House (flat)

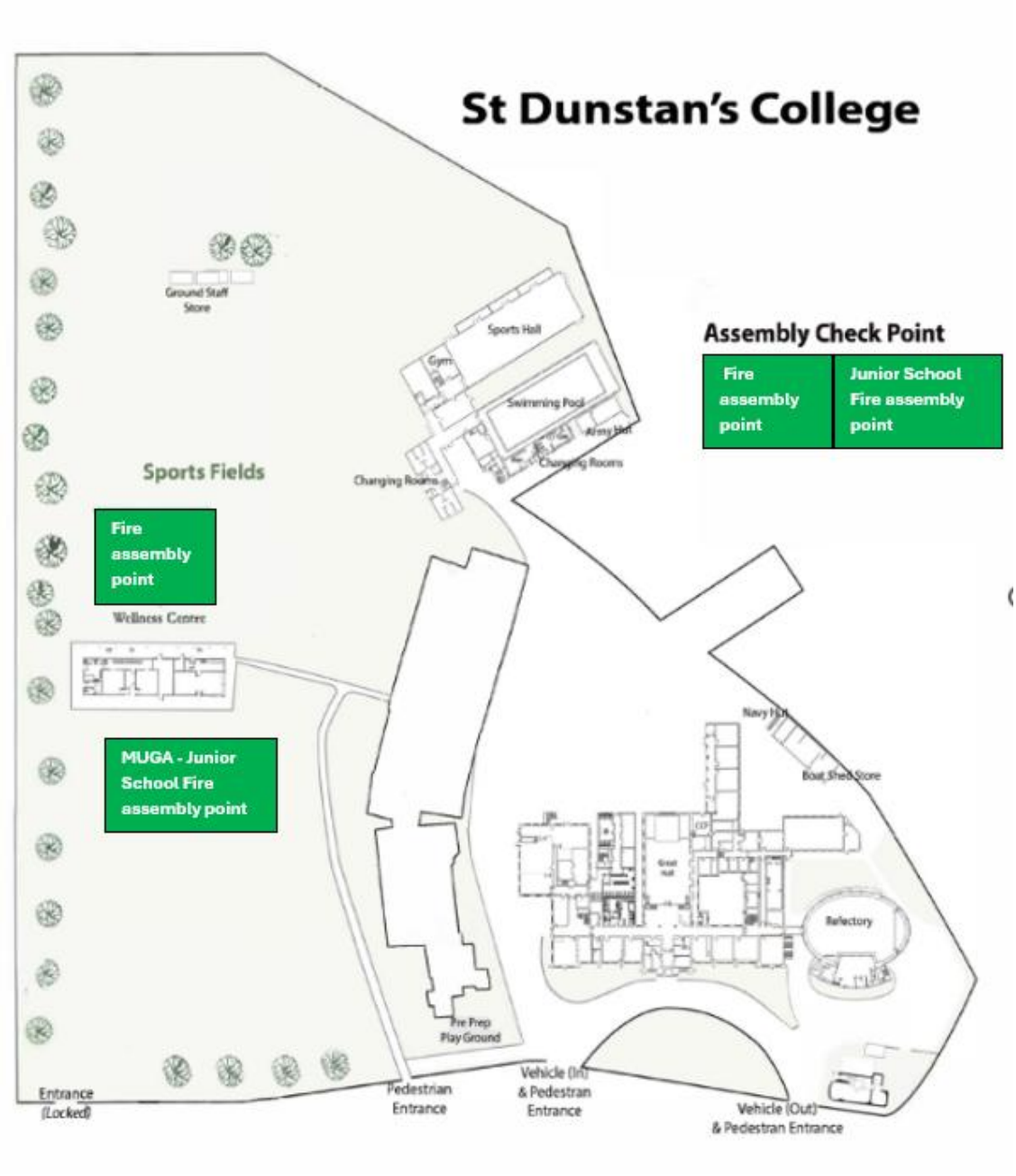
Initial actions	
Action to be taken on discovery of a fire	1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire **IMMEDIATELY** following nearest available escape route
Action to be taken on hearing fire alarm	1. Leave all personal belongings behind 2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 3. Lifts must not be used 4. Exit the building using nearest safe exit 5. Make way to West Gate to meet Fire Brigade or alarm monitoring service 6. The activation of the fire alarm will automatically call the Fire Brigade. There is no requirement to call 999 unless other emergency services are also required. **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE. OR, IF THE ALARM MONITORING SERVICE CONFIRM IT IS A FALSE ALARM**

Appendix: A Fire evacuation during public and trial examinations

The invigilator must take the following action in an emergency such as a fire alarm.

1. Immediately stop the candidates from writing.
2. Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority and in accordance with the standard 'actions to be taken on hearing the fire alarm.'
3. Advise the candidates to leave all question papers and scripts in the examination room.
4. Candidates should leave the room in silence.
5. Exit the building using nearest safe fire exit.
6. Accompany candidates to the School Field assembly point.
7. Register pupils, note any discrepancies and inform Deputy Head (Pastoral).
8. Supervise the candidates as closely as possible whilst they are out of the examination room to make sure there is no discussion about the examination.
9. Make a note of the time of the interruption and how long it lasted.
10. Upon re-entry into the building, allow the candidates the full working time set for the examination.
11. Make a full report of the incident and of the action taken and send to the relevant awarding body.

Appendix B: Assembly points



Appendix C: CCF armoury

Throughout the year, the CCF may hold small quantities of Ordinance, Munitions and Explosives (OME) in the Magazine prior to, and potentially for a short period following, an exercise. Should a fire develop in the Stores or surrounding area at this time, there is a possibility that OME stored in the magazine could be affected.

The magazine is located in the Contingent Commander's office, just inside the CCF Stores. If the OME is being stored in the Magazine, the below sign (Fig.1) will be displayed on the outside of the internal office door. This will signify to emergency services that OME natures are present and will inform their decision making in how they deal with the incident.

The actions for responding to a fire involving OME are:

1) Evacuate immediately.

2) Contact London Fire Brigade, and other relevant emergency agencies without delay, detailing the nature of the incident & explicitly stating that OME (Specify type Live/Blank/Pyrotechnics if possible) is involved.

3) **DO NOT** attempt to fight the fire. Preservation of life / Prevention of harm is the priority.



Explosive, Subclass 4
Moderate Hazard (No Blast or Fragmentation)

For further information, please refer to the MOD Fire Risk Assessment for St Dunstan's College CCF Office, which is held by the School Staff Instructor (SSI).

Appendix D: visitor checklist

Lanyard system and safeguarding requirements	Upon arrival you will be asked to either sign into our electronic visitors' system or sometimes record your presence on a paper register. As a visitor, you are not allowed to walk around the site unaccompanied. Please ensure you remain with the member of staff hosting you at all time.	
Designated Safeguarding Lead	If you have any concerns about a pupil's wellbeing, you should report this this to the Designated Safeguarding Lead, Lucy Clewley	
Action to be taken on hearing the fire alarm	1. Follow instructions given by your host 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. Assemble in silence on school field, report to Point V	
Action to be taken on hearing lockdown siren	1. Follow instructions given by your host 2. Remain in the classroom / office you are in, or return to the nearest room calmy and quietly 3. Once safely in the room, close windows or block doors if possible 4. Stay out of sight of windows or corridors, closing curtains and blinds, if possible 5. Do not leave the room until the siren stops or you are instructed to do so	
Manner and etiquette	Visitors are asked to fulfil the values of the College. The College does not encourage shouting for any purposes other than immediate health and safety concerns. Interactions between pupils and staff are always expected to be polite and professional.	
Use of mobile phones	Mobile phones should not be used in front of pupils, including in the Refectory, unless being used to take the register.	

	Mobile phones and personal cameras must not be used at any time in EFYS area (nursery and reception).	
Smoking	Smoking (including the use of e-cigarettes) is not permitted anywhere on the College site	
Accidents and near misses	Please inform your host if first aid is required and of any accidents or near misses	

Appendix E: out of hours pupil activities

Pupil activities may take place term-time Monday to Friday from 1615 to 1730 **under staff supervision**, without advanced approval.

All on-site activities (e.g. revision classes, rehearsals, detentions) that *involve pupils* before 0745 or after 1730, and at any time over the weekends and in the holidays require advanced approval by the Calendar Meeting. This should be done by requesting calendar clearance and then submitting an event planning form in the normal way.

Why approval is required
Approval is required to ensure that:

Estates staff are aware of activities taking place across the College. Appropriate resources need to be put in place (e.g. cleaners) and to ensure there is no conflict with engagement of out-of-hours contractors, other events etc.

- That the Enterprise team are aware of College activities taking place across the estate to avoid conflicts with external hire arrangements.
- The staff hosting the onsite activities are aware of the different procedures for out-of-hours activities. This includes:
    - Letting the Estates team know when they arrive and leave.
    - Holding a register of attendees and then taking responsibility for the group in the event of a fire. Reporting attendance to the Incident Lead.
    - Ensuring that pupils are fully supervised and ensuring they are escorted off - site at the end of the session.
    - Understanding what first aid and incident arrangements are in place.
    - Ensuring that pupils understand the College out-out-of-hours is an open site meaning that the same vigilance should be applied as for a school trip. E.g. Staff should limit pupils being left unsupervised in other parts the building.

Who are the incident leads in the event of an out of hours emergency when the building is still open?

Estates team	0700 to 1900, Monday to Friday 0800 to 1300, Saturday
Enterprise team	1900 to 2200, Monday to Friday 1300 to 1700 Saturday 0830 to 1630 Sunday

Who should I contact if there is an out of hours emergency?

Please contact your SLT link or the DSL via telephone in the first instance.