



St Ann's School Personal Emergency Evacuation Plan (PEEP) Arrangements.

St Ann's is a Unicef Gold Rights Respecting School and as demonstrated through our daily practice, is absolutely committed to promoting all aspects of the United Nations Charter on the Rights of the Child, and particularly Article 3 (best interests of the child) and Article 6 (survival and development).

St Ann's School acknowledges its responsibility in line with Ealing Corporate Health and safety Policy, Personal Emergency Evacuation Plan (PEEP) Arrangements

'for ensuring there is an emergency evacuation plan for all people likely to be on the premises in its buildings. This includes anyone with a disability or impaired mobility or who may, for any reason, require assistance in order to leave the building during an emergency evacuation.

'These arrangements focus on the creation of PEEPs specifically for individuals requiring assistance to safely leave the building in an emergency'

Employees

The Data Protection Act 1998 sets out the requirements by which the employer must ensure information held about employees is kept. Information collected about disability is sensitive personal data as defined by the Data Protection Act.

St Ann's will ensure that a PEEP is completed for an employee who discloses a disability or requests they need a PEEP for a specific reason.

Staff with short term injuries or health conditions may require a temporary PEEP for the duration of their condition.

- A PEEP will be formulated after discussion with a member of the SLT to assess the staff member's needs
- The PEEP will be regularly reviewed
- A copy of the PEEP will be provided to the staff member.
- A copy of the PEEPs will be included in St Ann's Emergency Management Plan
- The PEEP is confidential and will be held by the school in full compliance with data protection requirements

- In the event of an evacuation a designated member of the SLT will, at the Assembly Point, immediately check the register of PEEPs to ensure that all staff with PEEPs are accounted for. Registers for each class group will then be checked in accordance with St Ann's usual arrangements.
- Corporate Health and Safety will be provided with the name of the staff member with a PEEP, their work location and work contact numbers.

Students

All students enrolled at St Ann's have an Education Health Care Plan and have complex profound to severe learning difficulties. Students also present with complex communication, social interaction and behavioural needs. Many also have complex medical and mental health needs and high mobility and postural management needs.

St Ann's operates a highly personalised student led curriculum with a high staff student ratio both to access students to the curriculum and to ensure their health and safety. Staff know individual students and their changing needs extremely well. Many students have 1:1 staffing (and some students require 2:1 staffing) which helps to ensure the efficient evacuation of premises in the event of an emergency.

However there are a minority of students who will require a PEEP for a specific reason. This may be because the young person

- habitually presents with very high levels of anxiety and extreme challenging behaviour
- finds change and transitions in particular very difficult
- presents with obsessional behaviours eg ritualistic walking routes around school and will need additional adult support to deviate from or interrupt these routes
- will compulsively try to re-enter the building following evacuation
- has complex sensory processing needs and reacts adversely to unexpected stimulation eg the sound of a fire alarm
- uses a wheelchair and his/her base classroom is located on the first floor of the East Building
- largely accesses the curriculum through using specialised equipment eg an Acheeva bed, standing frame or postural management chair and will need to be evacuated from the building whilst using this piece of equipment.

For these known students and for any students identified following an evacuation practice

- A PEEP will be formulated after discussion with the class team to assess the student's needs
- The PEEP will be regularly reviewed
- A copy of the PEEP will be provided to the young person's parents/carers
- A copy of the PEEPs will be included in St Ann's Emergency Management Plan
- The PEEP is confidential and will be held by the school in full compliance with data protection requirements
- In the event of an evacuation a designated member of the SLT will, at the Assembly Point, immediately check the register of PEEPs to ensure that all students with PEEPs are accounted for. Registers for each class group will then be checked in accordance with St Ann's usual arrangements.

Reviewed : June 2021
Date of next review : June 2023