



# FALCONER SCHOOL

Dream | Believe | Achieve

## EVENING & NIGHT SHIFT PROTOCOL POLICY

*May Reid*

.....  
**Signed – Governor**

.....  
**Print Name**

**Date:** Sep 2016

**Review:** Sep 2018

## **Evening Shift Protocol for Emergency Situations: (If the Residential Manager is not present)**

This protocol is to be followed in the event of an emergency:

- 999 calls – Fire, Police or Ambulance
- Extreme weather such as a storm which is damaging property
- Suspected intruder onsite
- Pupil absconding
- Extreme pupil behaviour – UPR (exception of Child Protection – see Appendix A)

If the emergency is extreme firstly contact the emergency services on 999. Make yourselves and the pupils safe.

Contact the Residential Manager (or Head Teacher if Residential manager is off on planned leave/sick) who will give advice and attend the Residential unit if necessary.

**Residential Manager:** Stephen Claydon: 07972 040619 – Mobile  
01923 442556 – Home

**Head Teacher:** Jonathan Kemp: 07896 311974 – Mobile

If none of the staff above answer please phone the following staff in order as below:

Deputy Head: Fraser Cunningham: 07773 490599 – Mobile  
HLT Coordinator: Michelle Domb: 07843 600820 – Mobile  
Morning/Evening shift leader: Rob Evans: 07817 385040 – Mobile  
Morning supervisor: Dan Gaze: 07787 446670 – Mobile

If none of the staff above answer please contact all 3 onsite accommodation members of staff.

### **Appendix A – Child Protection matters.**

If during the shift there is an urgent Child Protection matter staff should contact the Residential Manager who will advise on what to do in the short term until they are onsite to deal with the matter.

If the residential manager is not available you should contact:

Michelle Domb: 07843 600820 – Mobile  
0208 386 6302 – Home

Normal Residential Child Protection procedures should be followed at all times.