



Evacuation Policy – Tree of Life Educational and Therapeutic Input Ltd Alternative Provision (Ages 4–18)

1. Purpose

The purpose of this policy is to protect the safety and wellbeing of pupils, staff, and visitors in the event of an emergency requiring evacuation. It recognises the specific therapeutic needs of children and young people within this provision.

2. Scope

This policy applies to all children, young people, staff, volunteers, and visitors on site.

3. Principles

- Safety is the first priority.
- Staff will use calm, reassuring communication to minimise distress.
- Evacuation procedures will consider the therapeutic needs and developmental stages of pupils aged 4–18.
- Personal Emergency Evacuation Plans (PEEPs) will be in place for pupils requiring additional support.

4. Roles and Responsibilities

- C/o Heads of Provision (or Senior Lead on duty): _ Catherine Widdrington/ Laura Frain
Deputy Sian Hughes
- Fire Marshals (designated staff): Heather Kliszcz, Daniel Frain, Joanne Halkyard
- Keyworkers/Teaching Staff: Sarah Cryer, Dean Stanton, Chloe Hayes, Joanne

Halkyard

- Attendance Lead/Safeguarding Lead: Tracy Ward

5. Evacuation Procedure

a) Alarm

- The alarm is a : bell/siren/
- Where possible, pupils will be pre-warned during drills that the alarm is only a test.

b) Exiting the Building

- On hearing the alarm, staff will calmly direct pupils to the nearest safe exit.
- For younger children or those with high anxiety, staff may use visual aids, social stories, or calm prompts.
- Pupils with mobility or sensory needs will follow their PEEP.

c) Assembly Point

- Everyone will gather at the designated assembly point: On the carpark situated in front of the Tree of Life mini bus area
- Pupils will remain with their staff group for reassurance and headcount.

d) Register & Roll Call

- Staff will immediately take a register.
- Attendance Lead will provide visitor/staff lists.
- Fire Marshals will confirm all areas are cleared.

e) Liaison with Emergency Services

- The Heads of Provision (or deputy) will meet emergency services and confirm status.

f) Re-entry

- No one will return to the building until the all-clear is given by the Fire Service or the Head of Provision.

6. Therapeutic Considerations

- Staff should use calm voices, grounding techniques, and positive language to reassure distressed pupils.
- Where safe, staff may allow pupils to carry comfort objects (e.g., sensory aids).
- Staff will be mindful of potential triggers (loud alarms, crowded exits) and provide appropriate support.
- Pupils who struggle with group settings may have a designated safe regrouping area at the assembly point: closest to the railings to the right of the assembly point (Tree of life parking)

7. Training and Drills

- Fire/evacuation drills will be conducted once per term at varied times.
- Staff will prepare pupils for drills using social stories, role play, or visual timetables, tailored to developmental levels.
- Staff will receive training on de-escalation, trauma-informed responses, and evacuation support for SEND needs.
- Training delivered by: Online platforms and Senior Lead training
- Last training date: September 6th 2025
- Next scheduled training: September 2026

8. Review

- This policy will be reviewed annually, or after any incident.
- PEEPs will be reviewed termly or as pupil needs change.
- Date of last review: September 6th 2025
- Next review due: As and when required throughout the year for best practice
- Reviewed by: Joanne Halkyard – Health and Safety Lead