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## How you can support at home:



**Talk** to your child about trusted adults they can talk to at school and home. Encourage them to draw around their hand and identify 5 trusted adults they can turn to when they feel scared, upset, angry, uncomfortable or worried.



**Think** about how you can ensure their safety at home and in the local community. Are they aware of how they can exit a building safely? Can they spot hazards in the environment which may be an obstacle to them?



**Write** any ideas, comments or questions you have for school on the notes section.



**Talk** to your child about moving around the school safely and ask them to explain to you what they do if they need to evacuate their classroom or building. Are they able to show their understanding by fully explaining what they need to do?

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## Notes:



Use this section to write any questions, ideas, comments you may wish to share with school.

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# Personal Emergency Evacuation Plan (PEEP)

## A guide for parents/carers



Pound Avenue, Stevenage, Herts., SG1 3JA

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[www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)

## Glossary of acronyms and words in this leaflet:



EHCP: Education, Health and Care Plan

SEN: Special Educational Needs

PLP: Personalised Learning Plan

SENDCo: Special Educational Needs and/or Disabilities co-ordinator

DHT: Deputy Head Teacher

VI: Visual Impairment

HI: Hearing Impairment

PD: Physical Disability

MSA: Midday Supervisory Assistant

EDI: Equalities, Diversity and Inclusion



## Special Educational Needs:

If your child has special educational needs, they may also have an EHCP or PLP. For further information, visit the school website for how Fairlands supports pupils and families:

<https://www.fairlands.herts.sch.uk/info/160-send-at-fairlands>

You can also find out more about the county's local offer by visiting:

<https://www.hertfordshire.gov.uk/microsites/local-offer/the-hertfordshire-local-offer.aspx>

Alternatively, please feel free to contact the school SENDCo for further help.

## What is a PEEP?



A Personal Emergency Evacuation Plan is a plan which provides details for how your child can escape to a place of safety in emergency situations. It ensures your child has the right assistance and resources for them to evacuate safely in emergency situations.

## Which children may have a PEEP?

There are a number of children who may need to have a PEEP including:

- Those with a VI
- Those with an HI
- Those with a PD
- Children who have limited mobility for a specific time eg those who may be on crutches for broken bones
- Children with limited understanding of safety and danger awareness
- Some children with sensory processing disorder or sensory needs



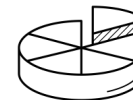
## Our Accessibility Plan

Our school's accessibility plan is incorporated in our EDI Action Plan and can be found on our website:

[https://fra1.digitaloceanspaces.com/fairlands-school-assets/system/downloads/attachment/2052/Equalities\\_Diversity\\_Inclusion\\_Accessibility\\_Plan\\_-\\_March\\_2023.pdf?1677592644](https://fra1.digitaloceanspaces.com/fairlands-school-assets/system/downloads/attachment/2052/Equalities_Diversity_Inclusion_Accessibility_Plan_-_March_2023.pdf?1677592644)

## How is a PEEP created?

The SENDCo/DHT will liaise with the school's Site Manager to discuss any barriers and ensure all health and safety measures are in place to support the safe evacuation of your child.



## Sections of a PEEP:

School staff will create the plan and share with the site manager and all staff who may be involved in supporting your child, including MSA teams.

Your child will be spoken to about the plan with one of their trusted adults. During this conversation, they will make sure that they are fully aware of emergency procedures and evacuation assembly points for areas they use around the school.

During handover meetings between class teachers in the summer term, PEEPs will be shared and all information discussed.

The PEEP will be reviewed annually at the start of each school year by your child's new class teacher. This will then be shared with your child and evacuation assembly points and routes practised with one of their trusted adults.

1. Child's personal details
2. How they will be informed of evacuation procedures e.g. existing alarm system, visual alarm system.
3. Methods of assistance detailing how they will be transferred or guided
4. Any equipment needed including visuals to support
5. A step-by-step account of their personalised evacuation procedure
6. Any specific actions needed
7. Review and monitoring section
8. Sign off section