



CRITICAL INCIDENT POLICY

Adopted by the Governing Body on: 25th October 2012

Reviewed: 28th November 2019

Next review: Autumn Term 2020

Signed:

Chair of Governors

Policy Statement

Waldringfield Primary School is totally committed to ensuring that, in the event of a critical incident, the school will provide a high level of care and education for its population.

The Director of Children's & Young People's Services (CYPS) will be informed immediately if this plan comes into effect.

The Headteacher and the Governing Body of Waldringfield Primary School are responsible for annually reviewing the Plan and identifying areas of weakness.

The school is responsible for updating relevant sections of the Plan on a regular basis.

The Governors of the school uphold the CYPS Managing School Emergencies advice.

Definition

A critical incident may be defined as a physical incident or psychological trauma that has a severe immediate impact and likely long-term effect on pupils, staff, governors or parents.

It may involve significant threat, damage or injury to property and/or individuals.

Aims

1. To minimise educational and administrative disruption within school.
2. To maintain a duty of care.
3. To enable normal working to be resumed in the shortest possible time.

Objectives

1. To ensure control is established at a senior level within school at the critical early stages of a critical incident situation.
2. To provide the Director of Children's & Young People's Services with a detailed list of actions to cover the initial period following a critical incident, up to and until the repaired or rebuilt premises are reoccupied.

Preamble

It is impossible to predict when a critical incident may occur or what form it may take, but the following may be considered as examples:

- Fire or flood to buildings and contents
- Death, accident or assault to members of staff or pupils
- Natural critical incident within the local community
- Terrorism
- Missing Person(s)/abductions

The Critical Incident Policy and Plan cannot cover every aspect of recovery from a critical incident.

Occurrences may arise which cannot be foreseen or considered.

The critical incident may occur during the school day, during the evening, during the school holidays or on a school trip.

Dealing with a 'low incidence, high consequence' emergency will always be a challenge, and the amount of preparation which is reasonable should always be balanced against an assessment of risk.

To be prepared for one eventuality is to be prepared for all.

It is important that the incident policy is easily understood and swings into action immediately.

The following must be remembered in relation to the incident policy:

- that it is followed as closely as possible;
- that designated personnel understand their tasks and are competent to carry them out;
- that other people do not take unilateral actions;
- that consideration and sensitivity is shown by all;
- that pupils, staff and parents are protected from press intrusion;
- that normal business be resumed as soon as possible;
- there is a realisation that total recovery may take a long time.

The Critical Incident Recovery Team (CIRT) has responsibility for ensuring that procedures are properly addressed at times of high emotion and that if the Headteacher is the subject of the incident then the response mechanism should proceed effectively. If the incident involves legal action, a precise response to the incident should be known and is able to be verified by more than one person. The leader of the plan will be responsible for ensuring discretion of all parties involved.

The Critical Incident Recovery Team (CIRT):

Name	Position in School	Role during incident
Mrs S Wood	Headteacher	<ul style="list-style-type: none"> • Leader of plan • Designate roles and responsibilities • Liaise with emergency services • Co-ordinates from school • Informs LA of incident
Mrs N Dawson	School Business Manager	<ul style="list-style-type: none"> • Assist leader • Remain at school • Inform parents/relatives • Liaise with emergency services • Contact relevant outside agencies
Mrs K Harrow	Acting Senior Teacher	<ul style="list-style-type: none"> • Assist leader • Adopt leader role if Headteacher not available
Mrs C Smith	Site Manager	<ul style="list-style-type: none"> • Assist leader • Remain at school
Mr C Chaplin	Chair of Governors	<ul style="list-style-type: none"> • To support and liaise with the Leader of the Plan

All members of the critical incident recovery team must:

- have a copy of the Critical Incident Policy, Plan and CYPs advice at home and at school
- be aware of the roles of each part of the plan to enable the school to react swiftly and accordingly
- have contact numbers of each other for 24 hour contact
- have an on call rota for any member who is not available in the event of a school trip
- in the event of a school trip/visit, have access to a list of names for staff and pupils.

IMMEDIATE INCIDENT CHECKLIST – PEOPLE RELATED

Critical Incident Involving People

• Death of a pupil or member of staff
• Abducted/missing pupil
• Assault causing serious injury
• Transport incident involving school visit/journey
• Communicable Disease
• Food poisoning

Death of a pupil, member of staff or visitor on site

Action	Action Taken
Withdraw the pupils to a secure controlled area	
Secure site i.e. electricity, gas, water etc if due to an accident	
Contact emergency services	
Notify next of kin	
Inform CIP leader	
Notify Local Authority (LA)	
Inform Chair of Governors	
Ensure safety/welfare of other pupils and staff	
Complete accident book	

Abducted/missing pupil

Action	Action Taken
Inform CIP leader	
Inform police	
Notify next of kin	
Notify LA	
Attend to emotional welfare of pupils and staff	
Notify Chair of Governors	
Update school registration details	

Assault causing serious injury

Action	Action Taken
Administer first aid and contact emergency services	
Secure site for investigation	
Inform CIP leader	
Notify next of kin	
Inform Chair of Governors	
Complete serious incident forms	
Ensure safety/welfare of pupils and staff	

Transport incident involving school visit/journey
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Action	Action Taken
Establish the nature and extent of the incident	
If an injury – assess injury (preferably by first aider)	
Contact emergency services	
Ensure all other members of the group are accounted for	
Ensure all other members are safe from danger and looked after	
Inform CIP leader – giving full information of incident	
Notify next of kin	
CIP leader to oversee situation from school	
Confirm hospital details	
If serious incident inform LA	
Inform Chair of Governors	
Make arrangements for return of group to base or home	
Contact place of visit and inform them of the situation	
Obtain a police report	
Obtain insurance information	

Communicable Disease - only classed as an outbreak if more than one case

Action	Action Taken
Inform CIP leader	
Notify next of kin	
Contact and liaise with Health & Safety Department within LA	
Contact School Nurse	
Inform Chair of Governors	
School nurse and/or LA to advise re: letters to parents	
Attend to emotional welfare of pupils and staff	

Food Poisoning

Action	Action Taken
Inform CIP leader	
Identify who is affected and assess severity of the illness	
Continue observation of casualty or casualties	
Administer first aid as required	
Notify next of kin and advise hospital details	
Contact Health Team – Consumer Protection Department giving full information	
If serious outbreak inform LA	
Inform Chair of Governors	
Exclude affected people from school where necessary	
Identify cause of illness to avoid a reoccurrence	

IMMEDIATE INCIDENT CHECKLIST – PROPERTY RELATED

Critical Incident Related to Property

• Widespread structural damage
• Major fire
• Terrorist incident

Widespread structural damage

Action	Action Taken
Evacuate the premises	
Take a roll call	
Call emergency services	
Ensure CIP leader is informed	
Decide whether to keep pupils in school or send home	
Provide information to parents via phone/text	
Inform LA: Ring Buildings helpline	
Inform Chair of Governors	
Ensure no unauthorised persons gain access to the site	
Contact the Property Advisor/NPS for a structural Surveyor to assess damage/repairs	
Strictly control access to the damaged building	

Major fire

Action	Action Taken
Ensure safety of pupils, staff and visitors by following schools evacuation procedures – Option to move to the Secondary Evacuation Point	
Call the emergency services	
Ensure CIP is informed	
Ensure safety and security of premises	
Staff/pupils must not be allowed to re-enter the building until emergency services allow them to do so	
Advise the LA/Insurance Department	
Contact the Property Advisor/NPS for a structural Surveyor to assess damage/repairs	
Close the school if necessary	
Advise the Chair of Governors	

Terrorist incident

Action	Action Taken
For bomb scares and gas leaks implement standard fire evacuation procedures – Option to move to the Secondary Evacuation Point	
Inform everyone that MOBILE PHONES MUST NOT BE USED	
Establish a safety point at a fair distance away from the school	
Ensure CIP is informed	
Contact emergency services	
Inform LA	
Inform Chair of Governors	

Ongoing Action Following a Property Related Incident

- Ensure safety of pupils and staff
- Ensure all parents, staff and governors are informed of and are aware of incident
- Evaluate damage to building and likely disruption to the education process
- Ensure safe removal of hazardous materials and debris
- Identify welfare support of pupils and staff
- Review health & safety and security/fire prevention on site
- Review the accommodation and catering
- Maintain communications with outside bodies
- Be involved in rebuilding and/or occupation of temporary premises
- Formalise the revised transport arrangements
- Prepare inventory to furnish alternative accommodation
- Inform other users of the premises
- Provide written information regarding the incident
- Hold a fire drill as soon as possible if new exit routes and assembly points are necessary
- Walk through the building to check fire escape requirements
- Reallocate parking space and pupil areas
- Hold briefing meeting with staff
- Ensure all utilities have been checked and are functioning correctly
- Exercise caution before using electrical equipment
- CIRT to maintain a brief Diary/Log of events and action taken.