

## ELY ST JOHN'S

### POLICY ON CRITICAL INCIDENTS

Issue	Date of Issue	Amended by	Notes
1	2.2.12	GB	1 <sup>st</sup> issue
2	31.1.13	GB	Updated
3	24.3.16	H&S Committee	Updated

#### INTRODUCTION

A critical incident describes any unexpected occurrence which may suddenly have a major impact upon the school.

It may involve:

- The death of a child, staff member or any person closely connected with the school (through suicide, sudden accident, murder or terminal illness).
- Fire, flood, storm or building collapse.
- Environmental or extreme weather conditions
- Disruption to water supply
- The release of hazardous substances near or on the school site
- A violent attack (for example involving an armed intruder or a bomb alert).
- The need to vacate the building or the need to contain all children inside

Everyone in the school community is likely to be affected by such incidents. Preparedness in thinking through what might need to be done in such circumstances and having helpful information in an accessible place could make all the difference in successfully managing the situation.

#### PREVENTATIVE AND PRECAUTIONARY MEASURES

Whilst no amount of planning can totally prevent accidents and problems occurring, some can certainly be prevented and the effects of others minimised by sensible precautionary measures. These include:

- ensuring all staff are familiar with the school's fire and emergency routine - including evacuation or containment procedures
- weekly alarms tests carried out by the Head and caretaker

- ensuring staff are familiar with the school's security arrangements, in particular that visitors sign in and wear a badge and that the doors are secured where possible during teaching sessions
- ensuring that correct procedures are followed regarding school trips
- ensuring registers are completed accurately and returned to the office promptly
- ensuring that a pupil goes to the school office to register his/her presence if he/she is late.
- ensuring that staff are aware of pupils in their class or group with health or custodial problems and the way in which these should be treated
- ensuring that staff never leave the school site alone to deal with a potentially violent situation.
- ensuring that staff never deal with a potentially intense situation in school on their own.
- ensuring all necessary risk assessments are completed
- ensuring staff are aware of on site alone procedures
- ensuring all first aid and medical procedures are followed

In the event of an intruder damaging property or making threats towards teachers, pupils, parents or staff, or if someone is behaving in a violent manner, the police should be called immediately using 999. They will decide upon the course of action.

Included in the Critical Incident Management Policy is the LA list of support and advice in the event of a critical incident and the LA emergency out of hours telephone numbers.

### **Sudden Closure days**

All senior managers will look at the school website if unsure if the school is to be closed or not - in the event of sudden school closure such as a snow day for instance.

In the event of a sudden school closure e.g. a snow day, the head will ring Peter Firth to arrange a banner on the school website, and inform radio stations and the Local Authority. Mrs Ashley will email all parents via SchoolComms.

### **Lone working**

Lone working of staff either out of school hours or during the holidays is discouraged. However, where unavoidable the following principles should be followed:

Ensure the car is parked close to the exit door.

Keep all doors locked.

Lone workers must have a charged mobile phone to hand.

Lone workers should inform someone they are there, how long they expect to be there, and when they leave.

## **CRITICAL MANAGEMENT PLAN** **DEALING WITH A DISASTER IN SCHOOL**

The following information is given as a guideline only. Each emergency will need to have planning individually tailored.

### **a) Decisions and Planning**

The Head is in overall charge in an emergency. In the absence of the Head, the Deputy Head assumes the role of person in charge. In the absence of the Deputy Head the remaining members of staff will elect one of their number to fulfill the role.

#### **Critical Incident team:**

Key holders - Liz Bassett, Chris Ashley, Alan Hambley, Peter Firth,  
Deputy Head

SENCOs - Anna McGuinness, Alice Carter

Liz Bassett - co-ordinator/person in charge (see above)

Chris Ashley - admin / phone calls (Bursar's phone for outgoing calls; main phone line kept free for incoming calls); SchoolComms.

David Aston - pastoral care

Appointed first aiders (school time only).

Alan Hambley - mechanical / electrical support

James Thomson - Chair of Governors

Team to be called if deemed appropriate by the person in charge.

The Head will carry emergency phone calls and keys at all times and delegate this to the person in charge if unavailable at any time (e.g. away on holiday)

There will be briefings/meetings, as appropriate, of teams in charge of particular events.

### **b) Evacuation**

Staff should use the Fire Alarm in order to evacuate staff and pupils.

Lining up and registration should follow fire drill procedures unless the

person in charge instructs otherwise. The person in charge must be informed if there is a child unaccounted for. Arrangements must be made by the person in charge to find the missing child as far as it is safe to do so.

If the person in charge is responsible for a class they will designate a member of staff without a class to take charge of their class. The school secretary should check the visitor's book and staff register for other people who may be on the premises.

There could be situations where evacuating pupils could make the situation worse. In this case staff will be told to keep their class in the classroom until instructed otherwise.

*See Fire Drill procedures for further details*

### **c) Containment/Invacuation**

The office will alert staff appropriately by radio and a message to the staffroom or classrooms (depending on time of day). Staff will merely be told to begin containment procedures.

Staff should use the three-whistle system to get children still, quiet and then lined up. They should then escort them quickly and quietly into school using nearest entrances - either the school hall or classrooms depending on the nature of the incident. The pupils in the mobile will come in to the main school and congregate in the Gallery.

In the event of lockdown, all blinds should be closed and children told to stay away from windows and doors. Class based staff are to check all cloakroom doors are closed. Senior staff and floating TAs will check other outside doors. If lunchtime, midday supervisors will lock cloakroom doors and close windows as they first come in.

Office staff/head and deputy will bring round registers. Class teachers are to take registers and inform staff of the specific incident and to alert senior managers if anyone is missing. If lunchtime, midday supervisor will take the registers in the classrooms they are responsible for in wet breaks,

The office or Head/deputy, will contact the Education Advisor and Police as appropriate.

#### **d) Casualties**

Where a disaster involves casualties on site the person in charge should delegate a member of staff to take the names of those injured and the hospital to which they are taken. One of the Critical Incident Team should inform parents as soon as possible. The police may undertake this task.

Where parents arrive at the school after a disaster, which has taken place during the school day, the person in charge will decide whether pupils not directly affected be allowed to accompany their parents home. Pupils affected in some way by the incident will generally be allowed home if accompanied. Any pupil going home must be signed out. If appropriate the school hall may be used for briefing and counseling parents. Where pupils or staff are injured, the online form must be filled in.

#### **e) Sending Pupils Home**

No child may be sent home unaccompanied during the school day. With parental permission another parent, relative or adult friend may take a child home.

#### **f) Briefing Staff and Pupils**

The Critical Incident Team may be assembled for any major incident and LA contacts are to be contacted at the first stage of the incident.

It may be appropriate to hold daily staff briefings with staff being told what, if anything, to tell pupils. Parents / staff / pupils will be informed of help e.g. counseling, where appropriate.

Where an incident occurs during a school holiday the person in charge must decide which pupils/parents are to be briefed and by whom. The school will be the meeting point in all cases.

#### **g) Parents and Governors**

The Chair of Governors will be informed as soon as possible. The person in charge should ensure that parents and Governors are kept informed where applicable. Parents should be engaged with as quickly as possible following an incident their child is involved in.

#### **h) Sources of Help**

Staff, pupils and parents may need help in coping with problems. Information should be given to parents of sources of help that are available. Contact numbers and addresses should be given where possible. Parents should decide which agency is the most appropriate for their children.

#### **i) The Media**

The press office are to be informed as early as possible and advice on statements and interviews are to be given by Simon Cobby's team and LA representatives before contact with press is made. The LA including Simon Cobby's team will advise on talking to the media. The person in charge will be responsible for any media contact.

#### **j) The Police/Emergency Services**

The Police or emergency services will take charge of many aspects of dealing with a critical incident. The person in charge will liaise with them as appropriate.

#### **k) Health and Safety Issues**

Where necessary prime considerations should be given to health and safety issues. These include:

- a) electrical, gas and water systems to be isolated in the event of damage to a building
- b) electrical equipment to be tested where it has suffered damage
- c) issues relating to temperature

#### **l) Recognition after the event**

Consideration will be given by the critical incident team or the person in charge, about the suitability of any memorial after event. For instance, a tribute such as flowers, a memorial or a remembrance book may be appropriate in the event of bereavement.

### **EXCURSIONS AND TRIPS**

The Headteacher must approve all excursions and trips. Preliminary approval for the trip and for the text of the letter home to parents should be sought before letters are sent home. All requests for trips and excursions should be made well in advance. Coaches are booked by the office staff, who will only use approved coach companies. Appropriate insurance will be sought.

Parents should be given written details of the trip. This must include details of its purpose, dates and times, destination, special clothing and refreshments required.

Parents must give their consent in writing.

Risk assessments must be written and agreed by the head prior to the trips and insurances must be checked thoroughly. All school visits are logged on the EVOLVE website in line with LA procedures.

A mobile phone must be assigned as the emergency contact number. Contact numbers for parents/carers must be gathered for residential trips. Unless in exceptional circumstances staff should not use the mobile phone to contact parents.

A First Aider should be one of the adult helpers unless provided by the place visited.

#### **a) Standards of Behaviour**

Children should be briefed on acceptable behaviour, in line with the EJ Way. This will include among other things:

- the importance of sitting down on coaches and wearing seat belts
- behaving quietly and sensibly at all times
- listening to and obeying the teacher and attending adults
- responsibility for their own property and respect for the places visited

#### **b) First Aid**

A first aid kit should be taken in each coach. Staff should ensure it is fully equipped before leaving. In event of an injury requiring hospital treatment the member of staff in charge of the trip will contact the emergency services and the school. The school will contact parents.

#### **d) Supervision**

The supervision for trips is at least one adult to 6 children for Reception, one adult to 10 children for Year 1 and 2, and one adult to 15 children for Years 3, 4, 5 and 6. Children should never be allowed to go off on their own. All activities must be supervised. Parents responsible for taking

groups off alone, must have been DBS checked. Parents merely accompanying the staff member as an extra helper must have been ID checked.

**e) In the Event of a Disaster on an excursion or a school trip**

The member of staff in charge, after establishing the nature and extent of the emergency, must ensure that all members of the party are accounted for and safe. They must inform the school at the first possible opportunity.

If there are injuries beyond the scope of simple first aid the emergency services must be called.

Ensure that an adult accompanies any casualties to hospital.

Contact the school. (The person in charge will assemble the Critical Incident team if appropriate and follow the Critical Incident Plan)

Ensure that the remaining pupils are supervised and returned to school as soon as possible.

If the incident is serious, the member of staff in charge should consider whether to leave an adult at the scene to liaise with the emergency services until the incident is over and all the children accounted for.

Do not talk about the incident to the media without prior approval from the school.

Do not discuss liability.

The Head/Person in Charge in school, will inform Governors and parents as appropriate.

**Emergency phone calls**

The Head will carry emergency phone numbers and keys at all times and delegate this to the person in charge if unavailable at any time (e.g. away on holiday)

All senior managers will have a critical incident phone cascade list to refer to if necessary.

**Other reference Papers/documents**

1. Briefing paper No. 20: School closure at short notice or as a result of unforeseen circumstances
2. Responding to critical Incidents: Guidance procedures for Schools 2011
3. Portal ID4203 for papers on complaints; harassment; bullying; critical incidents

## **USEFUL TELEPHONE NUMBERS**

### **LA Services**

<b>Education Officer: Paul Walker</b>	<b>07881 823790</b>
	<b>01223 715956</b>
Education Psychology Service	01223 717681
<b>Child Protection Services</b>	<b>01223 703800</b>

### **Police**

Ely Police Station	0845 456 456 4
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### **Social Services**

East Cambs Team (Public No)	0345 045 5203
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### **Health Authorities**

Cambridge Health Authority	01223 248074
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### **CRUSE** (Provides help through counselling, information and social support)

National Helpline	0808 808 1677
Cambridge Branches	01223 633536

### **The Compassionate Friends**(Provides help for anyone who has lost a child)

National Helpline	0345 123 2304
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### **The Samaritans**

Cambridge	01223 364455
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### **The Child Death Helpline**

Tel: 0800 282 986 or 0808 800 6019