

# St John Bosco Catholic Primary School



## Critical Incident Policy

Last updated: 4 March 2020

## **Overview**

A critical incident is an unexpected emergency that affects pupils, staff or the premises. This policy sets out how St John Bosco Catholic Primary School plans to respond to such a happening. We will seek to keep all safe and free from danger by working together calmly and professionally. While dealing with a critical incident, we will try to work normally with minimum disruption of the school. The headteacher and senior leadership team will manage the school's response in proportion to the magnitude of the incident. The governors will be kept fully informed as soon as it is appropriate to contact them.

## **Objectives**

To have an 'incident contingency plan' that has been shared with the staff so that all are clear about roles and responsibilities should an incident occur.

To alert the headteacher and leadership team to the nature of the incident, its exact location so that they can decide the level of response needed.

To deal with the incident effectively and efficiently putting the health, safety and well-being of pupils and staff to the fore.

To remove all pupils and staff away from harm as quickly and smoothly as possible.

To alert emergency services if they are needed.

To provide first-aid and appropriate care and protection until help arrives and the incident is resolved.

To provide staff training to rehearse different kinds of critical incident so that they know their roles and what to do in such an event.

To have hard copies of contact lists for staff, pupils, parents, LA and emergency services.

## **Strategies**

The headteacher and leadership team will take charge of the situation as soon as they have been alerted to the incident. They will assess the response needed in relation to the location, the nature of the incident, what assistance is required, any casualties and contact person.

Any appropriate emergency services required will be informed at the earliest possible moment. They will be told the location and the nature of the incident, the assistance required, whether there are any casualties and the details of the contact person. In a critical situation, the person present at the time of the incident should use common sense and take charge until the headteacher or senior staff arrives.

Staff and pupils at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm and, if necessary, moved to pre-identified assembly points or alternative places of safety.

A fire drill and evacuation will be held at least once each term.

Teachers and support staff must use registers or counts to ensure that all children are accounted for and must care for them until the incident has been resolved.

Hard copies of contact lists for staff, pupils, parents, LA and emergency services will be kept up to date, near a telephone in the school office. Where groups of learners are off site on visits and trips outside of school hours, the headteacher will also have contact lists at home.

Where parents need to be notified, the leadership team will draw up contact lists and appropriate staff members will be delegated responsibility to use a contact 'cascade' strategy efficiently and quickly.

An accurate and updated contact list will be located in the school office near a telephone.

The Local Authority will be contacted and appropriate support requested as needed.

At least one telephone will be kept free for outgoing calls.

At an appropriate time, staff will record a log of contacts, decisions and actions that have been taken to deal with the incident.

### **Outcomes**

This policy should help the headteacher and staff deal with any unexpected emergency. The associated planning and training will put the school in a strong position to deal with the incident efficiently and effectively by giving prominence to the care of learners and staff.

A critical incident plan will be drawn up for any significant change to the school day for groups of children e.g. an overnight holiday away from school. (See example attached).

### **Equality**

At all times we will refer to and adhere to our Equality Policy.

### **Safeguarding**

St John Bosco Catholic Primary School will always work to:

- Protect our children from maltreatment
- Prevent impairment of our children's health or development
- Ensure that our children are growing up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our children and young people to have optimum life chances and enter adulthood successfully. (Children's Act 2014)

Safeguarding is not just about protecting children from deliberate harm. It is a preventative agenda that helps children and young people achieve their full potential, regardless of negative factors such as poverty or social exclusion, by providing services and support to overcome barriers to achievement. It also includes issues relating to:

- health and safety
- bullying
- racist abuse
- harassment and discrimination
- use of physical intervention
- meeting the needs of children and young people with medical needs
- providing first aid
- drug and substance misuse
- educational visits
- internet safety
- site security

### **Tragedy during a school trip**

The LA via the Health and Safety team should be informed of the incident as soon as possible. Assistance for the school can then be given.

Crisis Management Team brought together.

The headteacher should ensure that at least one telephone line is available for use only for LA staff and to ensure emergency contact with the school

The leader of the trip should ensure that a senior member of SLT is informed of the tragedy and they will then make the necessary arrangements to inform the LA, and parents. Parents should only be informed once the police have given authorisation to do so.

A member of SLT should, if possible, travel to join participants. It may be necessary to take other members of staff or governors to support both staff members and pupils.

The leader of the trip, or nominated person, should ensure that they are able to keep telephone communication open with SLT at all times

SLT with assistance from the Property and Transport Unit should make arrangements to return the children from the trip as soon as possible. The Risk Assessment for the trip will contain the details of the transport used (e.g. name of the coach firm).

The Police will advise the relevant parents, or next of kin of staff members of the tragedy. Once this happened the Police will give authority for the school to inform others.

SLT should ensure that all staff members and governors are made aware as quickly as possible of the situation: the Chair of Governors should ask fellow governors to assist in this process.

All staff and governors should be asked to respect the need for all communications with the local community, parents, media etc to only be done through the headteacher and Chair of Governors.

The DSL should ensure that a school counsellor and educational psychologist is informed.

The headteacher should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the LA is notified.

The headteacher should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.