

Future Schools Trust



CRITICAL INCIDENT POLICY

1st March 2017

DOCUMENT CONTROL

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Document Reference	Critical Incident Policy	
Version	02	
Status	Pending Approval	
Publication Date	March 2017	
Related Policies	Health & Safety Policy Fire Policy Bomb Evacuation Procedure	
Review Date	March 2018	
Approved/Ratified by	FGB	Date:
Distribution:		
Future Schools Trust Staff		
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Version	Date	Comments	Author
01	07.03.15		A Savage
02	14/02/17		S Eatwell

Review Process Prior to Ratification:

Name of Committee	Date
Health & Safety Committee	
Resources	22 nd June 2015

AIM OF THE POLICY:

To have a planned response to an emergency or critical incident on the school site or an incident involving school pupils off site on school activities. This policy is formulated in conjunction with the Trust's Fire Policy.

Critical Incidents

These cover a wide range of events that may affect the whole school, an individual or a group of individuals. Clear communication is vital and it is important that everyone is aware of his/her individual and collective role in a time of crisis.

Critical Incident Management Team

The Headteacher, members of SLT and Facilities Manager, depending on availability, and the nature of the incident, would be responsible for responding in the first instance and for informing the Chief Executive Officer and the Chair of Governors. Other Governors would be contacted at the discretion of the Headteacher or Chair. This team is referred to as the Critical Incident Management Team (CMIT).

In the wake of a Critical Incident the incident will be evaluated and plan any further actions required. (e.g. health and safety, communication with parents and pupils, site security, involvement of and communication with other agencies)

The CMIT will initiate:

- a) An incident Log
- b) A telephone Log
- c) A record of information given
- d) An incident file.
- e) A re-entry Strategy

In the absence of the Headteacher and senior staff, i.e. during the holidays, the ICT and Facilities Manager will take control, if not onsite then they must be called, informing the Chair of Governors, and consulting with other senior staff as to what action should be taken.

Emergencies

In any situation that involves the Emergency services, these services have the option to determine the action to be taken in consultation with the Headteacher or designated Deputy Headteacher.

Fire Drills

These are held on a regular basis, at different times of day and circumstances may be changed so that adaptability can be tested. Responsibilities in the event of a fire or practice are outlined in the appropriate Trust Fire Policy and the individual school fire procedures.

Evacuation of the school site

(e.g. in the event of a bomb threat, possible gas leak, damage due to freak weather, intrusion, etc.)

The following action will be taken if there is any threat to the safety of pupil, staff or visitors to the school site:

A meeting of the School's Senior Management Team chaired by the Headteacher or designated Deputy Headteacher, will be immediately convened in the Headteacher's office. If evacuation is proposed, then everybody will be evacuated to the fire assembly point. From here further relocation may take place. The full list of names, addresses and phone numbers of every student in the school should be taken by the school secretary; these are all available on the school register. Parents will be informed via the school's website, text message, local radio or by telephone.

The Headteacher or a designated Deputy Headteacher would be responsible for communication with LEA, local radio, police, the Chair of Governors or any other designated governor.

Bomb Threats

Such a threat will be evaluated by the Headteacher, Deputy Headteacher or Facilities Manager in consultation with the police and the response in school will follow the Bomb Evacuation Procedure.

Lockdown Procedure

The procedure below is to be displayed on all tutor group noticeboards and in offices / department bases. At the beginning of each academic year, form tutors read the procedure with their form groups.

Future Schools Trust – Lockdown Procedure

The emergency lockdown is used when it is necessary to restrict movement around the school site.

ALARM – lesson change bell will sound for a 15 seconds

All doors will be locked within the system, meaning all cards will stop working and all push buttons will be disabled.

Everyone in a teaching space supervised by a member of staff must stay where they are, close the doors and windows (locking these where possible), remain seated and quiet, and follow instructions from the member of staff.

Pupils in a common space, for example, a corridor or outside, should proceed to the nearest supervised indoor teaching space as quickly as possible, and in silence. If this happens at break or lunchtime, they should go to the nearest indoor space available and remain silent, awaiting a staff presence to arrive.

Support staff, staff who are not teaching and visitors and contractors should proceed to the nearest office or classroom as quickly as possible, or remain in their indoor space (locked if possible).

Staff should check their email for further information and instructions.

Pupils must follow the instructions of staff at all times and stay away from windows and doors.

Pupils are not permitted to use any mobile or internet device during a lockdown, or until otherwise instructed to do so by a member of staff.

ALL CLEAR SIGNAL – lesson change bell will sound for 10 seconds

All doors will be un-locked within the system, meaning all cards will now work and all push buttons will be enabled.

There will be an annual lockdown drill that will be notified to staff and students in advance. A lockdown is more complex than an emergency evacuation in that:

- the reasons for a lockdown can be varied and it is difficult to plan for every eventuality
- it is easier to evacuate to a single, central point than gather, and communicate with groups of people in multiple venues

Lockdown initiation email (sent by Headteacher, Deputy Headteacher or Facilities Manager)

Dear All,

Please note that we are currently in LOCKDOWN.

Please remain in your teaching space or office until the all clear signal is sounded, which will be lesson change bell for 10 seconds.

Please ensure that everyone remains calm and that pupils do not use their mobile phones or any internet devices. Please close your doors and windows and remain seated, quiet and out of sight if possible.

Dealing with Intruders

Any member of staff or governor in the school should ask if they may help a person unknown to them and who is not wearing a visitor's badge or a form of identification provided by their employer and approved by the school, e.g. contractor's badge.

If it becomes clear that the person is a trespasser, they should be asked to leave by the member of staff who has identified them; the Headteacher and other nearby staff should be notified immediately. If the trespasser refuses to leave or causes a nuisance, the Headteacher or other member of staff should call the police.

Loss and Bereavement

The circumstances of a death would determine the response to it. In the event of a death, accident or major incident, the Headteacher will inform the Leadership Team, the Area Education Manager, the Chair of Governors and all staff. The extent of involvement of pupils and parents will depend on circumstances.

The Police would notify the parents of a child's death and that the Headteacher would

contact the parents of the survivors of an incident involving several children. In the Headteacher's absence, this would be the responsibility of either one of the Deputy Headteachers or the Chair of Governors.

The Pastoral Care System within the school will be activated to respond to the needs of children suffering a loss, but the designated Deputy Headteacher will activate any appropriate support Social services can provide. Staff with particular knowledge of individuals, e.g. Year Head, Form Tutor and any with counselling skills will be involved in support as appropriate.

Accidents occurring on a School Trip

- The school has a number of mobile phones; one must be taken on school trips.
- Such accidents tend to involve a specific group of parents. The trip leader will communicate directly with the Headteacher who will inform the Area Education Manager.
- The Trip Leader or other responsible adult as appropriate will be responsible for the immediate welfare of the children not involved in the incident.
- The Headteacher or Deputy Headteacher will be responsible for notifying the parents of the children involved and updating them of the situation.
- The Headteacher or Deputy HeadTeacher will keep the Chair of Governors and any other governors as appropriate, closely informed of the situation.

Response to Accidents and Injuries

Staff and Governors should be aware of the procedures laid down by the school's Insurers for dealing with situations such as accidents and/or injuries to pupils and staff that could result in a claim for negligence and damages against the Headteacher, Governing Body and County Council:

"When an incident such as an accident or injury occurs, Headteacher and their staff, or indeed Governors should initially make no comment, orally or in writing, which could be interpreted as an admission of liability. It is important to comply with this requirement given that otherwise the Insurers reserve the right not to act on behalf of the school and not to cover any costs which might arise from a successful claim and which might then fall on the school.

In the event of such as Incident the school's Finance Director will liaise with the School's Insurers, currently Zurich and the school's legal support solicitors, to acquire Headteacher approval for any statement made to parents or other claimants. Any response to complaint from parents or others which could potentially lead to a claim must be cleared through this channel."

Contact with the Media

If circumstances lead to media involvement, the Headteacher will be responsible for issuing an agreed statement. No statement will be issued until the parents/carers of pupils involved have been informed. In the event of the Headteacher not being available, it will be the responsibility of the designated Deputy Headteacher, CEO, Communications Manager or the Chair or Governors. No other member of staff should communicate with the press. Any other requests for information should be referred directly to the Headteacher.