



Leicester Preparatory School

*Critical Incident
Policy*

Last Reviewed: May 2017

Next Review Due: May 2018

CRITICAL INCIDENT POLICY

This policy is an important document and all staff should be aware of and be familiar with its content. Naturally, no school wishes to be involved in a critical incident of any kind especially one that involves injury to adults or children. However, in the event that such a situation arises in school, on a trip or that damage to the building occurs - staff need to be aware of the contingency plan for Leicester Preparatory School.

A major incident may be defined as:

- An accident leading to a fatality;
- Severe injury or severe stress;
- Circumstances in which a person or persons might be at serious risk of illness;
- Circumstances in which any part, or whole of the school is unable to function as normal due to external influences;
- Any situation in which the national press or media might be involved.

As such, major incidents include:

- Death of a pupil or member of staff;
- Death or serious injury on a school trip;
- Epidemic in school or community;
- Violent incident in school;
- Destruction or major vandalism in school;
- A hostage taking;
- A transport accident involving school members;
- A disaster in the community;
- A civil disturbance or act of terrorism.

In the event of such an incident the priorities of those adults in charge of the school or trip at the time must be able to:

- Save life;
- Minimise personal injury;
- Safeguard the interests of pupils, students and staff;
- Minimise loss and to return to normal working quickly.

Action Cards

The Action Cards give responsibilities for specified staff in the event of a critical incident (a) away from the school and (b) in the school environs.

These should be used in the event of a major incident and be carried by staff on school visits. Due to the nature of school life, which includes the absence of staff on courses, at meetings etc the following staff order should be followed.

Incidents in School (Action Card 1)

Adult 1 (INFORMS) (1) Headteacher, (2) Senior Teacher

Adult 2 (SAVES) First Aiders

Adult 3 (CARES) Teacher (s)

Adult 4 (ASSISTS) Administrators and TA's

Any other staff to remain with classes.

On Trips (Action Card 3)

Adult 1 (INFORMS) Group Leader

Adult 2 (SAVES) Nominated adult (to be shown on risk assessment)

Adult 3 (CARE) Nominated adult (to be shown on risk assessment)

See **Action Card 2** for Senior Staff who hear of major incident out of school.

Critical Response Planning Team

In the event of an incident it will be necessary to name a planning team to guide operations and carry out specific tasks. At Leicester Preparatory School, in the immediate aftermath of an incident, this team would consist of all/any of the following:

- The Headteacher
- Senior Teachers
- The Director
- Representative of the Local Education Authority
- Member of the police/fire service if appropriate

In the event that the school buildings cannot be used and evacuation is necessary, staff will escort pupils to the playground or to the neighbouring car park. If necessary, staff and children will be taken to Clarendon Park Congregational Church for shelter. The key and School mobile should be collected from the Office.

No adult should speak to the press/media under any circumstances without the express permission of the adult in charge of the school at the time e.g. The Headteacher/Senior Teacher.

A clear and concise record of actions taken, along with times, **MUST** be kept by those involved (Sheet 4).

Although mobile phones can be a good method of communication, in some situations they are **NOT** secure and should **NOT** be used to relay information about casualties.

Parents will be alerted, if necessary.

Media requests for information should be directed to the Headteacher or Director (whoever is nominated as spokesperson) or emergency staff at the scene. One person only should be nominated to talk to the media. In the event of a fire or incident involving evacuation the same routine should be followed as that during standard fire practices. Pupils should exit and go to the playground or be escorted to the neighbouring car park whichever is the most direct. Classes will wait to be directed following evacuation.

Ways of Defusing an Incident

- Re-unite parents with children as soon as possible (only with permission of named adult e.g. Headteacher).
- Keep parents and community informed of developments following the incident to prevent speculation.
- Do not make 'off the cuff' or unofficial comments to people at any time – including after the incident.
- Always raise concerns with the Critical Incident Team.

- Monitor pupils and staff carefully after an incident for signs of stress or distress.

Identified School First Aiders

It is each member of staff's responsibility to make themselves aware of the appropriate first aiders.

ACTION CARD 1

GUIDANCE FOR SCHOOL STAFF IN EVENT OF A MAJOR INCIDENT IN SCHOOL ENVIRONS

THERE HAS BEEN A MAJOR INCIDENT
INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS
POSSIBLE

ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards

INFORM

OBTAIN FACTS AND INFORMATION

CALL THE EMERGENCY SERVICES USING 999

RETAIN ANY RELEVANT EQUIPMENT

INFORM REST OF SCHOOL STAFF AND CHILDREN AS APPROPRIATE

CONTACT DIRECTOR

CONTACT HEALTH AND SAFETY REPS (as appropriate)

PREPARE TO DEAL WITH THE MEDIA

ADULT 1 Headteacher (or Senior Teacher in absence of the Head) – INFORMS

SAVE

ADMINISTER FIRST AID WHERE POSSIBLE

ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES

TRAVEL WITH CASUALTIES TO HOSPITAL

COMPLETE ACCIDENT FORMS

ADULT 2 (First aiders) – SAVES

CARE

KEEP A RECORD OF WITNESSES

KEEP OTHERS INFORMED OF SITUATION

ARRANGE FOR NON-CASUALTIES TO EVACUATE SCHOOL

CARE FOR RELATIVES ARRIVING AT SCHOOL

CONSIDER RELOCATION TO OTHER PREMISES

REMAIN AVAILABLE TO EMERGENCY SERVICES

ADULT 3 (Class Teachers, Responsible Adults) – CARES

ASSIST

KEEP OTHERS INFORMED OF SITUATION

ENSURE ALTERNATIVE ACCOMMODATION IS AVAILABLE IF NEEDED

KEEP OFFICE STAFF AWARE OF KNOWN FACTS

HELP TO ESTABLISH INCIDENT ROOM

ADULT 4 (TA's Administrators Other Responsible Adults) – ASSISTS

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

DO NOT ALLOW PUPILS TO TALK TO THE MEDIA UNLESS STAFF OR PARENTS

HAVE GIVEN PERMISSION

ACTION CARD 3

GUIDANCE FOR GROUP LEADERS ON OUT-OF-SCHOOL ACTIVITIES

THERE HAS BEEN A MAJOR INCIDENT
INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS
POSSIBLE
ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards

INFORM

OBTAIN FACTS AND INFORMATION
CALL THE EMERGENCY SERVICES USING 999 SYSTEM
RETAIN ANY RELEVANT EQUIPMENT
INFORM SENIOR SCHOOL STAFF
CONTACT HEALTH AND SAFETY REPRESENTATIVES (as appropriate)
REQUEST ASSISTANCE ON SITE (as necessary)
PREPARE TO DEAL WITH THE MEDIA
ADULT 1 (Group Leader) – INFORMS

SAVE

ADMINISTER FIRST AID WHERE POSSIBLE
ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES
TRAVEL WITH CASUALTIES TO HOSPITAL
COMPLETE ACCIDENT FORMS
ADULT 2 (Nominated adult to be shown on risk assessment) - SAVES

CARE

CALL OTHER ASSISTANCE AS NECESSARY
KEEP A RECORD OF WITNESSES
KEEP OTHERS INFORMED OF SITUATION
CONSIDER ABANDONMENT OF ACTIVITY
ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL
REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING
COLLEAGUES
ADULT 3 (Nominated adult to be shown on risk assessment) - CARES

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

ACTION CARD 2

GUIDANCE FOR SENIOR STAFF ON HEARING OF A MAJOR INCIDENT AFFECTING AN OUT-OF-SCHOOL ACTIVITY

THERE HAS BEEN A MAJOR INCIDENT
INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS
POSSIBLE

ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards

INFORM

OBTAIN FACTS AND INFORMATION

ENSURE EMERGENCY ASSISTANCE HAS BEEN CALLED

CONFIRM WHO IS IN CHARGE

CONTACT HEADTEACHER/SENIOR STAFF/DIRECTOR

SET UP CRITICAL PLANNING TEAM

CONTACT OTHER STAFF

PREPARE TO DEAL WITH THE MEDIA

ADULT 1 (Headteacher/Senior Staff) – INFORMS

CARE

DECIDE WHO AND HOW TO TELL PARENTS OF CHILDREN ON THE VISIT

ESTABLISH INCIDENT ROOM

ESTABLISH ROOM FOR RELATIVES

REMAIN AVAILABLE TO SUPERVISING COLLEAGUES

ADULT 2 (Most senior member of staff currently in School) - CARES

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

ACTION CARD 4

USEFUL CONTACTS

As part of the emergency plan, this list of contacts should be obtained as a matter of course. Telephone numbers can be added to this page and the whole list MUST be updated regularly and frequently.

CONTACT NAME TELEPHONE

Director of Children's
Services

Emergency Liaison Officer

Director

Police

Fire Brigade

School Nurse

Education Psychology

Emergency Department at the Local Hospital

Education Welfare Officer

Social Services Area

Counselling Services Cruse Bereavement Care

The Samaritans 01472 353111

Leicester Preparatory School Record of Critical Incident Log

Every individual involved in the incident or involved with managing the aftermath must complete one of these. They are to be completed at the time and not taken away and filled in later. As such it is expected they may be messy or dirty. Other sheets of paper as available may be used as long as they are completed at the time and contain the following details.

These sheets are to be given to the Headteacher or Senior teacher at an appropriate moment during the incident, e.g. at end of day meeting / debrief – they **MUST** not be taken home.

Name of person completing sheet: _____

Sheet number e.g. 2 of 6, etc: _____

Date: _____

Time Action taken/event noted (include other person(s) present or witness): _____

Details:

AMALGAMATE ??? Dealing with Media Policy???

Stoneygate College

Dealing with the Media Policy

Overview

On some occasions the press and other media may become interested in the work of, or events at school. This policy sets out how members of staff are to deal with media interest.

Objectives

1. To ensure that requests for information from the media are handled properly and professionally.
2. To ensure that only appropriate and accurate information about the school is put in the public domain.
3. To ensure that only those who have the head teacher's permission to speak to the media do so.

Strategies

1. All media enquiries will be directed to the headteacher.

2. Only the headteacher, senior staff, or others given permission by the headteacher, will deal with the media.
3. The help and advice of appropriate external bodies may be sought if the media becomes interested in the school and before any statements are made to the media.
4. Only the headteacher will give permission for the media to visit the school site.
5. Parents, staff and learners will be informed if the media are to visit school to report, record or photograph events.
6. Parents will be consulted before their children are exposed to media coverage.

Outcomes

This policy will promote the excellent ethos of the school. It will ensure that the school is reported in the public domain in the best possible light.

Chair of Governors.....Date.....

Headteacher.....Date.....

AMALGAMATE ????? Lost Child Policy????

Lost Child Policy

Reviewed by the appropriate staff October 2014

Amended October 2014

In the event of a child going missing the following should occur:

- Inform the Person in Charge (Headmaster or deputy);
- The Person in Charge gathers all the staff and children together and marks those children present against the registers;

- The Person in Charge and a staff member will undertake an area search, e.g. the venue itself and the immediate area outside of the building;
- The Person in Charge should alert other members of staff if at off-site venue and seek their assistance;
- Should the child not be located, then the Person in Charge will contact the police and the parents/carers of the child and the School Directors;
- A report should be written up as soon as possible after the event. This should be discussed by all relevant staff and a copy sent to the Directors;
- The incident will be recorded in the Incident Book.