

Windmill Hill Primary School Policy Document

CRITICAL INCIDENTS POLICY

	Adoption date	January 2014	
	Governors' meeting / minute number	FGB	
	Staff member responsible	D Walton	
	Governor responsible	FGB	
	Statutory / school policy	Statutory	
	Review period / date	March 2016	
	Chair of Governor's signature	R Gillott	
	Headteacher's signature	J Grantham	

The aims of this policy:

- to lessen the effect of a critical incident on the staff, children and parents at our school
- to provide support to all on site affected by the incident
- to maintain the normal running of any parts of the school not affected
- to return the whole school to normal as soon as possible.

It is anticipated that by adopting the procedures outlined in this policy we will provide a more secure environment for everyone associated with the school. In addition we hope to continue to maintain the strong working partnership linking home, school and the community.

What is a critical incident?

A critical incident is one which arises suddenly. Critical incidents may occur in school or out of school, but both types will have a major impact on staff and children.

Examples of in-school critical incidents:

- Extensive damage to premises
- Death, serious injury or potential health issues affecting staff or pupils
- An accident away from school involving staff or pupils
- Violence or assault within school
- A school fire or explosion
- Abduction of a pupil
- A pupil or pupils absconding
- An illness such as meningitis within the school or the local community

Examples of out-of-school critical incidents:

- An accident to a pupil or staff while out of school on a visit or swimming etc.
- Death or injuries on a school journey
- Tragedies involving children from many schools eg the tragedy at Hillsborough Football Ground
- Civil disturbances
- Refugee children joining a school uprooted from their countries and perhaps shocked by wars or atrocities.

Support Agencies and Personnel

A list of significant contacts and telephone numbers is included as an appendix to this document.

Practice within school

The class teacher has an important role to play in managing critical incidents and will be the best person to deal with the pupils in their class. The main role of specialist agencies is one of support, empowerment and to support pupils who cannot be helped by the teachers within the school. In times of crisis, teachers must react as they feel is appropriate and there can be no easy formula for

dealing with critical incidents but by ensuring good communication within school the crisis can be managed.

By outlining the appropriate actions to be taken in the event of a critical incident we aim to reduce the effect.

Practices include:

- Health & Safety issues
- Evacuation of the school
- Visits procedure
- Use of contract coaches
- Communication with the media
- A call-out list for out of hours incident.

Issues during an incident

1. The Headteacher must be informed of any critical incident as soon as possible. They must decide on the **level of response** needed. I.e. Can the school cope alone? If not contact Lead Officer – Leah Barratt on 0114 2734767. Please see School Support Team below.
2. As soon as an incident is confirmed, the leadership team will meet to decide strategies.
3. The rest of the staff will be informed as soon as possible, preferably at a specially convened staff meeting.
4. All staff should share the same information.
5. Pupils will be told information simply and sensitively, without fabrication, preferably in small group situations.
6. The school will try, as far as possible, to keep to the normal routine.
7. School Support Team – if help is needed and the school cannot cope alone, officers from service areas identified will be sent to the school to form an Education Support Team.

ACTION PLAN

Differentiate between a major or minor incident.

Major incidents require the following procedures:

1. Set up a communication network.
2. Inform immediately the Chair of Governors, Local Authority Officer and any other appropriate Officers.
3. Collect, record and convey as much accurate information as possible.
4. Identify two telephonists:
 - a) School phone for incoming calls (if available), or mobile phone.
 - b) Mobile phone for outgoing information/staff use.
5. Identify an area to be used for enquiries (if reception or office unavailable)
6. Use the up to date list of pupils' next of kin (record files) and contact parents of affected children
7. Record all actions
8. Headteacher to act as 'press officer'
9. Do not allow press/television on school premises
10. If it is necessary, the school premises should be evacuated and all staff and children should make their way to Coit Primary School

Action Plan Timing

Obtain factual information at the start	Within hours
Senior staff meeting with support personnel	Within hours
Advise Director of Education	Within hours
Establish an intervention team	Within hours
Contact families	Immediately
Call a staff meeting to give information	Same day if possible
Inform pupils in small groups	Same day if possible
Arrange a debriefing meeting for staff involved	Same day if possible
Arrange debriefing for pupils directly involved	Same day if possible
Identify high risk pupils and staff	Following day
Promote discussion in classes	Following days and weeks
Identify the need for group or individual treatment	Over days and weeks
Organise counselling	As required
Mark anniversary (discreetly)	Annually

The Lead Officer: Leah Barratt, Lead Officer Local Authority, will:

- a. advise Public Relations Unit so that appropriate assistance is made to the school.
- b. ensure that the appropriate Officers, including Health & Safety, are advised of the crisis so that the best possible level of support can be made immediately available, as appropriate.
- c. ensure that those agencies or services who are skilled in offering counselling are alerted to the crisis so that support is available as soon as seen to be appropriate.

In determining the timing of the above response by the Local Education Authority, the Lead Officer will be guided by the Headteacher, making certain that the support offered is timed to acknowledge the schools' own response to the tragedy.

VISITS

1. A visits file will be kept for records of all visits. Form to be completed by the organising teacher.
2. Parents will be informed of the Insurance Cover for Visits via the School Prospectus.
3. A mobile phone must be taken on all visits and kept switched on at all times. The number of the mobile phone must be recorded on the visits form.
4. The following items should be taken on visits:-
First Aid Equipment (including sick bucket) plus specific to individual needs, Camera, Asthma Inhalers, Spare Clothes.
5. Additional information relating to pupils with special needs eg relating to medical treatment in case of an emergency.
6. A signed agreement from parents for all visits involving transport must have been received (the parent who signs MUST have parental responsibility for the child).
7. Signed agreement for local walks must be obtained from parents on entry of the pupil into school.
8. Local coach companies are used to transport pupils and the best tender accepted. All pupils must have a seat and wear a seat belt.
9. The ratio between adults and children must be at least 1:10 in Key Stage 1, 1:15 in Key Stage 2, and 1:6 in the Foundation stage.
10. A copy of the Critical Incidents Policy must be taken on each visit together with a list of children attending.
11. A qualified First Aider must attend all visits.

ACCIDENTS/BREAKDOWNS

1. Attempt to park in a safe place.
2. Keep the passengers in the vehicle with seat belts fastened unless there is a danger of fire. If the breakdown occurs on the motorway ensure children are taken away from the road.
3. Note your precise location.
4. Assess the situation and report the details to school as soon as possible.
5. If on the motorway, park on the hard shoulder and contact the police immediately.
6. An adult must remain with the children at all times.

INJURIES

1. Assess the injured without injury to yourself, keep them warm until help arrives.
2. Do NOT attempt first aid unless properly qualified.
3. Reassure and protect the injured from further danger.
4. Send for help - Dial 999 you will need to know:-
 - Your telephone number
 - Your location
 - The incident conditions
 - How many involved
 - How serious the situation

DELAYS

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

School Number 0114 2468550

FIRE

If there is a fire in school the procedures followed during fire drill practices must be put into operation.

EVACUATION

If, for any reason, the school has to be evacuated, ALL pupils will walk with their class teacher to Coit Primary School. NO pupils will be released to parents/carers during the evacuation process. Parent/Carers may collect pupils from Coit Primary School once registers have been taken on arrival. Windmill Hill Primary has an agreement that Coit Primary can use Windmill Hill Primary School if Coit Primary has to be evacuated.

USEFUL CONTACTS

Name	Telephone Number	
Mrs Joanne Grantham Headteacher	School	0114 2468550
	Home	0114 2873453
	Mobile	0798 1190638
Mr Rob Tate Deputy Headteacher	School	0114 2468550
	Home	01909 550417
	Mobile	07841 032311
Mrs Cheryl Lunn Deputy Headteacher	School	0114 2468550
	Home	0114 2468592
	Mobile	0780 6469528
Mrs Rachel Gillott Chair of Governors	Home	0114 2577599
	Mobile	07771 615415
South Yorkshire Police	999 or 0114 2202020 depending on severity	
Fire Brigade Ambulance	999	
School Nurse Team Based within MAST	0114 2331189	
Ms Leah Barratt Lead Officer LA	Office	0114 2734767
	Mobile	07711799131
Or Ms Joanne Pepper Contingency Planning Manager (CYPF)	Office	0114 2214775 or
	Mobile	07732877150