



# Downton Church of England VA Primary School

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Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

Acting Deputy Headteacher: Mrs M Ford BA (Hons)



## Critical Incident Policy

### Including Missing Child Procedure Including Lockdown Procedure

#### Definition of a Critical Incident

A Critical Incident is not necessarily an event that attracts large media attention and many fatalities; rather it is an event or events, usually sudden, which involves the experience of significant personal distress to a level that can potentially overwhelm individuals.

It can include:

- Pupil/staff lost or injured on a school trip
- Pupil or staff suicide
- Physical attack on pupil/staff
- Terminal illness of pupil/staff

In serious incidents schools and LA / Diocese need to act in partnership. It is important to draw a distinction between the kinds of incidents listed above and major civil emergencies which require a multi-agency response such as a plane crash or a nuclear accident. The County Emergency Planning Officer has prepared plans for such eventualities, often involving the use of school premises. In such a major emergency, separate arrangements are made by the County Emergency Planning Office.

#### Aims of the Policy

To:-

- Create an awareness of the need for planned arrangements to be made.
- Provide re-assurance of the practical help that is available from the Local Authority and other agencies, at short notice.
- Recommend the need for each school to develop complementary emergency arrangements, in line with the enclosed draft plan.
- Pass on advice based upon previous experiences.
- Give guidance on other source of information and help.



## **Scope of the Policy**

### In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire
- A pupil or teacher being taken hostage
- An intruder is in the building
- The destruction or serious vandalising of part of the school

### Outside School

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits guidance is available from the DfES good practice guide Health and Safety of Pupils on Educational Visits



## Critical Incident Team

The Critical Incident Response Team is:

Name	Designation	Role	Responsibilities
Mrs P Carlton	Headteacher	Media Liaison Crisis Response Co-ordinator	To inform LA / Diocese of facts and how school is responding. To co-ordinate emergency services and other agencies.
Miss E Dunford	KS1 Lead	Crisis Intervention Co-ordinator	Liaise with Psychological Service, EWOs, Social Services.
Mrs K Savage Mr P Ulliyatt & Mr D Drennan	Admin Officer Chair of Governors	Communications	Keep pupils, parents, staff and community informed.
Mrs G Allin	Housekeeping Manager	Services	To assist with co-ordinating external resources/agencies.

Substitutes to serve in case of absence:

Mrs M Ford to deputise for Headteacher if Headteacher is involved in incident

Mrs E Job to deputise for Miss Dunford if necessary

The Critical Incident Response Team will initially meet to share information, plan the next stage of the response and decide how frequently further meetings should occur.



## **Tasks of the Critical Incident Response Team in School**

- Complete a skills audit.
- Identify training implications for senior management, administration staff, teachers and governors.
- Familiarise school community with Critical Incident policy and procedures.
- Exercise the plan annually.
- Update personal details (addresses and telephone numbers) of staff and teachers annually.
- Update contact numbers of external agencies annually.
- Ensure key staff have information available to them at home and at school.
- Assess lines of communication in and out of school or between Critical Incident Response Team (keep a mobile phone free at all times).

## **Procedures to be Followed in the Event of a Critical Incident**

### **Short Term – within 12 hours**

- Gather accurate information.
- Assess situation, deliver first-aid if necessary.
- Call emergency services.
- Ensure safety of all staff and pupils.
- If critical incident off site contact police to gain information.
- Keep agreed lines of communication open.
- Mobilise Critical Incident Response Team.
- Notify LEA and governors etc.
- Contact families of crisis victims.
- Determine what information is to be shared and how
  - staff
  - pupils
  - parents/community
  - media
- Arrange reunion of pupils and parents.
- Contact Psychological Service to:
  - arrange needs assessment meeting;
  - identify at-risk pupils/staff;
  - agree nature of intervention/s.

### **Medium Term – 24 - 72 hours**

- Hold debriefing meeting/s for staff/pupils/parents.
- Arrange critical incident debriefing meeting/s.
- Arrange daily staff meetings to inform and discuss intervention plans.
- Plan classroom counselling sessions.
- Plan re-integration of pupils/staff.
- Agree referral procedures for staff and pupils for individual support.
- Mobilise support for parents.

### **Longer Term – 72 hours plus**

- Attend/organise condolences, memorials, visits to families and hospitals etc.
- Continue to monitor staff and pupils for signs of stress.
- Evaluate crisis response.
- Debrief critical incident response team.
- Review critical incident policy and procedures.
- Plan for and be sensitive to the disturbing influences of anniversaries, inquests etc.



### **Critical Incident grab bag to include:-**

- SIMS contact list to include all staff and parents
- Downton fluorescent jackets
- Plan of whole school
- School mobile phone
- Details of where both gas and electricity mains are

As a critical incident is likely to have a severe impact upon the school, both in the short and long term, our aim is to ensure that our school strategies and procedures are in place to protect the physical and emotional wellbeing of every member of the School Community.

The Critical Incident Policy and Plan cannot cover every aspect of recovery from a critical incident. Occurrences may arise which cannot be foreseen or considered. A critical incident may occur during the school day, during the evening or overnight.

On that basis we have agreed that a reciprocal agreement be established between our local schools such that:

In the event of an urgent evacuation school facilities will be promptly offered in order to provide a structured and safe location for the school community as required (Typically the main hall)  
In the event that an incident occurs which results in the school being inaccessible outside of normal hours then facilities will be provided that create a location for a critical incident team to operate.  
In the event of the school being inaccessible to its management team schools will identify and create solutions such that applications and data for SIMS and other key systems can be accessed remotely.

School Key holders

For 2021/2022 these are:

The Trafalgar School at Downton

- Jonathan Curtis - headteacher - 01725 550300
- Martin Easterbrook – site manager – 07776 308933



Agreed by the Governing Body

Date March 2022

### Policy History/Review Log

Effective Date	Reason for change or revision	Authored/Reviewed by	Next review date
March 22	Change of staffing	PC	March 23

