



Critical Incident Policy

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Critical Incident Policy

At Newall Green Primary School we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our school is able to operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Death, serious assault or other traumatic incident witnessed by children or staff
- Any other incident that has the potential to overwhelm the coping mechanisms of a whole school or members of the school community.

A CI team will be formed to deal with each incident as it arises, comprising of the Executive Head, the Deputy Head, the Site Manager, a member of staff who lives locally and relevant Phase Leader/Teachers/TAs.

Flood

Preventative - There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

Reactionary - If flooding occurs during the school day, the Head Teacher will decide based on the severity and location of this flooding whether to follow the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure. Should any part of the school be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and provide care in another location which would either be at an unaffected area within our school or if this was not possible at St Pauls High School.

Fire

Please refer to the fire safety policy.

Burglary

Preventative - The management of the School follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the school is closed. The site manager will always check the premises as he arrives in the morning (7.30am).

Reactionary - Should he discover that the school has been broken into he will follow the procedure below:

- Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a school and children will be arriving soon

- Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice, including following the relocation procedure under flood wherever necessary to ensure the safety of the children
- The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A manager will be available at all times during this time to speak to parents, reassure children and direct enquires
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.

Abduction or threatened abduction of a child

Preventative - We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be vigilant at all times and report any persons lingering on school property immediately. All doors and gates to the school are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitor's policy.

Children within Early Years or KS1 will only be released into the care of a designated adult. Parents are requested to inform the school of any potential custody battles or family concerns as soon as they arise so the school is able to support the child. The school will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the school will not restrict access unless a court order is in place. Parents are requested to issue the school with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

Reactionary - If a member of staff witnesses an actual or potential abduction from school, the following procedures are followed:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Bomb threat/terrorism attack

If a bomb threat is received at the school, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Death, serious assault or other traumatic incident witnessed by children or staff (including child on child assault)

The emotional effects of disasters on children are not always immediately obvious – distress can last for months, even years, and can affect academic attainment. At Newall Green Primary we take all our children and staff's needs seriously, including emotional and psychological needs. We are committed to ensuring that they receive the help they need to support their recovery.

Other incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis considering the effect on the safety, health and welfare of the children and staff in the school. The Head teacher will notify Ofsted in the event of a critical incident.

Lock down procedure

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, such as:

- A report incident or disturbance in the local community (with potential risk to staff and children in the school)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the school – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

3 short bursts on the bell system for the incidents above

- An intruder on the school site (with potential risk to staff and children in school) – Green Button notification from either Sarah Rudd or Kath Fisher

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside. The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The manager on duty will manage the situation dependant on the situation and the information available. If the school is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been called through by the police or local area authority, the nursery will await further instructions.

Once the all clear has been given externally, the manager will issue the all clear internally. After this time the staff will try to return practice to normal to enable the children not to be disrupted or upset by the events. Any children showing worries or concerns will have one to one time with their key person /class teacher or teaching assistant to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes. After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

Critical Incidents during educational visits

Preventative – Risk Assessments are completed prior to every trip and appropriate medication taken. Staff to children ratios are at or above safe levels.

Reactionary – A designated emergency contact is identified for each trip and is available 24 hours to support the trip leader via telephone until either a member of the leadership team reaches the site or the group has returned to school.

Script

Many of the incidents may involve police or the circumstances are not known immediately, therefore all staff will stick to a script that gives minimal information:-

e.g 'the school are aware of an incident that has occurred and please be assured we are liaising with... We understand this will be worrying for many parents and we will keep you updated, If you have any concerns please contact...'

