

**Gorse Hall Primary and Nursery School
Critical Incident Policy**



INTRODUCTION

The Governing Board defines a Critical Incident as a sudden, unexpected event, which is distressing to pupils and/or staff. For example, it may involve violence against members of the school, a serious accident or the sudden death of a child or member of the staff (all the more traumatic if witnessed by others), or it could be that the school is subjected to major vandalism - such as an arson attack.

The plan aims to cover:

- An event which threatens the physical safety, emotional safety or psychological well being of children and staff of the school.
- A Major Incident in, or away from, the premises
- A crisis which might affect the public reputation, or the internal self-confidence of the school.

IT IS VITAL THAT ALL STAFF ARE AWARE OF THE PLAN AND OF THEIR OWN ROLE WITHIN IT. WE WILL ENSURE THIS HAPPENS BY:

- Holding full and clear discussions with all members of staff.
- Issuing a copy to each member of staff
- Holding regular reviews and reminders

RESPONSIBILITIES AND ORGANISATION

1. **The Headteacher**

The Headteacher, or the Headteacher's nominee, will take charge of the incident on behalf of the school.

2. **The Special Incident Team (SPIT)**

This will consist of:-

- a) the Headteacher
- b) the Deputy Headteacher
- c) the Chair of Governors
- d) Any other person whose presence the Special Incident Team deem appropriate (Clerk)

3. **The Local Education Authority**

The Lifelong Learning Business Unit

ALERT AND CALL OUT

It is the responsibility of whoever identifies the threat or incident, to notify the Headteacher (or her nominee) immediately.

Once alerted, the Headteacher should:

- Make an immediate assessment
- Refer to the list of contact numbers in Appendix 1
- Where necessary contact the emergency services (Police, Fire or Ambulance).
- If appropriate - alert the LEA for information - call together SPIT

ACTION - KEY TASKS

THE HEADTEACHER

IMMEDIATELY

After completing "Alert and Call-out" procedures the Headteacher, (or nominee) will:

1. Ascertain facts for those arriving at the scene.

Date and time

Exact location

Nature of Incident

Names involved

Extent of injuries/fatalities

Action taken so far

Who is in charge at scene - if incident is not on site

Need for additional help

Dispatch appropriate person

2. Call together SPIT, brief them and allocate responsibilities, if not already agreed.

These will cover:

Communications and records

Information and briefings

Liaison with incoming helpers and visitors

Press and media liaison

Welfare and support

3. Contact British Telecom for extra telephone lines, appendix 1
4. Ensure extra help for telephone receptionist
5. Ensure that a telephone line is available exclusively for outgoing calls
6. Liaise with the emergency services
7. Inform the Chair of Governors, if not involved in SPIT

IN THE SHORT TERM

- Arrange, with the support of the LEA, to inform parents
- Arrange, with the support of the LEA, to handle media inquiries
- Arrange briefings for staff
- Arrange briefings for pupils in small groups
- As far as possible, follow the normal routine of the school
- Arrange, with the support of the LEA, for pupils to be united with their families
- Arrange, with the support of the LEA, debriefs for pupils and staff affected, as soon as appropriate
- Arrange, with the support of the LEA/Church, for attendance at funerals and/or holding of a memorial service

IN THE LONG TERM

- Assist pupils and staff to come back into school
- Promote discussion in class

SPECIAL INCIDENT TEAM

The Headteacher, or her nominee, will:

- Call together SPIT at a specified place and time
- Arrange cover for staff removed from classroom duties, if school is to remain operational

The Headteacher, or nominee, will allocate the following tasks among the team (in co-operation, as necessary, with the emergency services and the LEA)

COMMUNICATIONS AND RECORDS

Establish and operate in-coming and out-going phone lines (including the line reserved for out-going calls) and, if necessary, obtain additional lines and/or mobile phones.

Contact parents - those whose children are involved and those whose children may be upset.

Maintain a record system of inquiries received and pupil's families contacted.
(see Appendix 2)

INFORMATION AND BRIEFINGS

Compile an accurate situation report of what has happened, to keep it up to date and forestall rumours within the school by circulating information as, and when, appropriate. Carry out briefings for the staff and pupils.

LIAISON WITH INCOMING HELPERS AND VISITORS

Co-operate with the LEA's

Receive the Governors, members of the LEA and other important visitors who may come to school.

PRESS AND MEDIA LIAISON

Deal with press and media and facilitate the work of the LEA's press officer who will come to the school to help. Don't talk to them before LEA briefing. Identify, if necessary, a separate room for press work.

WELFARE SUPPORT

Receive and co-operate with the LEA's welfare officers and psychologists who will come to the school to help with pupils, staff and parents. If necessary, provide a room for counselling.

Be aware of relevant multi-cultural and multi-faith issues, in particular, funeral customs, and other relevant arrangements.

STAND DOWN AND RECOVERY

When emergency services have left the school and when the media have also gone the school will begin to return to normal.

The Headteacher will call together SPIT and review, probably in consultation with the LEA Crisis Manager, what continuing action needs to be taken.

In particular, the following areas should be considered:

- Hold debrief meetings for staff and pupils
- Responsibility for debriefing
- Identification of high risk pupils
- Re-accommodation of children, if necessary

IMPORTANT TELEPHONE NUMBERS

Headteacher: Miss Flood	07718 049826
Deputy Headteacher: Miss Evans	07946 519210
Miss Suleman	07889 012599
Chair of Governors: Mr Goodchild	07737 763787
School Bursar: Mrs Sculthorp	07947 850486
Caretaker: Mr Nicholson	07967 234320
EMERGENCY SERVICES	999
LOCAL EDUCATION AUTHORITY	342 8355 Out of hours 342 2222/3091/3092
POLICE STATION	999 or 101 872 5050
ACCIDENT AND EMERGENCY Tameside Hospital	0161 331 6000 Hospital Switchboard

STAFF LIST and next of kin contacts in the Secretaries office

APPENDIX 2

SPIT TEAM

Miss Flood - Headteacher
Miss Evans - Deputy Head
Miss Suleman - Deputy Head
Mrs Sculthorp - Secretary Log of Details
Mr Nicholson - Caretaker

SPIT TEAM SUPPORT (in the event of the above are not available these persons are next in line to contact)

Mrs P Aston -Vice Chair of Governor- 07928 767093/0161 338 6201
Mr S McMahon - Governor - 07976 357888

Reviewed May 2022 by J Sculthorp

This policy will be reviewed in line with the Business Continuity Plan, or as and when change of circumstances arise.