

# **WILKINSON PRIMARY SCHOOL**



## **Critical Incident Policy**

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## CRITICAL INCIDENT POLICY

A critical incident is an unexpected emergency that affects pupils, staff or the premises. This policy is an important document and sets out how Wilkinson Primary School plans to respond to such a happening. All staff should be aware and familiar with its content. No school wishes to be involved in a critical incident, however, in the event that such a situation arises, we will seek to keep all safe and free from danger by working together calmly and professionally. The Headteacher and senior leadership team will manage the school's response in proportion to the magnitude of the incident.

### **A major incident may be defined as:**

- An accident leading to a fatality;
- Severe injury or 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 and
- 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 terrorism.

### **Crisis Management Team (CMT)**

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

1. The Headteacher
2. Senior Leaders



3. Chair of Governors
4. Vice Chair of Governors
5. LA Representative
6. Emergency Planning (LA) Planning Officer
7. Member of the police/fire service if appropriate.

## **Objectives**

This policy has been shared with all staff so that they all are clear about roles and responsibilities should an incident occur.

- To alert the Headteacher and leadership team to the nature of the incident, its exact location so that they can decide on the level of response needed.
- To deal with the incident effectively and efficiently putting the health, safety and well-being of pupils and staff to the fore.
- To alert emergency services if they are needed.
- To provide first-aid and appropriate care and protection until help arrives and the incident is resolved.
- To provide staff training to rehearse different kinds of critical incident so that they know their roles and what to do in an event.
- To have hard copies of contact lists for staff, pupils, parents and LA emergency services.
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## **Strategies**

The Headteacher and leadership team will take charge of the situation as soon as they have been alerted to the incident. They will assess the response needed in relation to the location of the incident, what assistance is required, casualties and contact person.

Any appropriate emergency services required will be informed at the earliest possible moment. They will be told the location and nature of incident, the assistance required, whether there are any casualties and the details of the contact person. In a critical situation, the person present at the time of the incident should use common sense and take charge until the Headteacher or member of staff arrives.

Staff and pupil at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm and, if necessary, moved to pre-identified assembly points or alternate spaces of safety. In the event school buildings cannot be used and evacuation is necessary, staff will escort pupils to St Martins Church.

A fire drill and evacuation will be held at least once each term.

Teachers and support staff must use registers or counts to ensure that all children are accounted for and must care for them until the incident has been resolved.

Hard copies of contact lists for staff, pupils, parents and LA must be kept up to date in the school office. Where groups of learners are off site on visits and trips inside or outside of school hours, these lists must be available in the school office.



Where parents need to be notified, the leadership team will draw up contact lists and appropriate staff members will have responsibility to use a contact 'cascade' strategy efficiently and quickly.

At least one telephone will be kept free for outgoing calls.

At an appropriate time, staff will record a log of contacts, decisions and actions that have been taken to deal with the incident.

## **Human Situation**

### **A. Incident on a school trip.**

In the event of a serious incident on a school trip either at home or abroad, supervising staff should follow the guidelines in the Local Authority Management of Off- Site Visits policy document. Where an off -site visit leader is not a member of the CMT they should contact a member of the CMT and pass on the relevant information as soon as possible. Once informed of the nature and extent of the emergency the CMT will act as detailed above.

### **B. Emergency involving a school vehicle.**

In the event of a serious accident - especially any accident involving serious injury or loss of life - in which a school vehicle is involved, the driver of the vehicle or any accompanying member of staff must:

- ensure the safety and security of all individuals present. Pupils should be supervised.
- notify the emergency services of the nature of the incident.
- not admit blame or liability for any accident.
- notify the school of the nature of the incident and the names, nature and extent of any casualties.

Once in possession of this information, the CMT will act as detailed above.

### **C. Evacuation Procedure - Incident involving terrorism or other threat to pupils' lives or physical safety in school, including 'fire' and 'bomb' threats.**

Where a member of staff becomes aware of such a threat indirectly - e.g. by a telephone call - he/she should follow the guidance issued by West Midlands Police.

- Upon receiving a call, person answering the call should use the checklist at Appendix A
- The Headteacher and/or Members of the CMT should be notified immediately of the threat and the appropriate signal for evacuation activated. If it is determined by a Senior Member of staff that Lockdown is more appropriate, the Lockdown procedure should be followed.
- Upon evacuation, children should leave the school in an orderly fashion with their coats on. Pupils should not take their belongings with them (apart from medical needs)
- Parents will be informed of the evacuation once pupils are safely situated at the evacuation point (in order to avoid hysteria from parents)
- Office staff to remain in the Office to operate the phone unless this would endanger the lives of office staff.
- Office staff to print registers and visitor list so that there is a list of who is in the building



- Fire Evacuation procedures to continue as normal and 'Fire Marshalls' to check designated rooms for both Fire Evacuation and Bomb Evacuation procedures.

**D. Lockdown procedure. Where a member of staff becomes directly aware of a threat to pupils' safety in or at the perimeter of the school, he/she should ensure particular effort is made to inform the School Office of the threat.**

On receipt of such information, The School Office staff will:

### **For Partial Lockdown**

- Notify members of CMT of the nature of the emergency. They will then inform staff. However school entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Blinds will be drawn and doors locked. Children and parents would not be aware of the situation in this instance - further actions will be sanctioned by members of CMT.

### **For Full Lockdown**

- Activate the appropriate 'Lockdown' signal to warn staff to keep pupils in classrooms – The signal for Lockdown is the continued sounding of the horn located in the Headteachers office and main office.
- All classrooms doors to be locked from inside by staff members and pupils to be moved away from any glass doors and windows, out of sight and are least visible. All blinds to be closed by staff in rooms.
- Trained designated staff to ensure all external doors are closed and locked from the inside.
- Children on playground to move into school as quickly as possible and back to their own classroom..
- Office staff to lock doors and windows.
- CMT to ring the police giving as many details of the incident as possible.
- If safe to do so, members of CMT will meet the police on arrival and give them as full a picture of the events as possible.

There will be no signal to end the Lockdown. Instead, CMT and/or the Police will walk the entire building to assure staff and children that the threat is over. Until such time, all staff and children should continue to observe the Lockdown procedure until told otherwise by CMT or the Police.

### **E. Outbreak of infectious illness in the school.**

Human Influenza Pandemic - Guidance to schools issued by the DfES in 2006 contained the following points which would be followed by the School:

- The School would continue operating as normally as possible during a pandemic, but would plan for much higher than usual levels of staff absence.
- Children are highly efficient 'spreaders' of respiratory infections; when more is known about the nature of a pandemic strain of virus, the Government may advise schools to close.



- The School would therefore plan both for remaining open during a pandemic and for possible closure.
- Wherever possible, the school would remain open to full-time pupils, even in the event of the School being closed to pupils in Nursery.
- If the School were to close to pupils, staff should come into School as normal, unless ill.
- If Government advice stated that schools should close, the Headteacher would take the final decision on whether to close the School.
- If the School remained open during a pandemic, it would be ensured that: sick pupils are separated from other pupils (and minimise their contact with staff) until one could get him or her home or collected by parents, systems would be in place to minimise the spread of infection, e.g. hand-washing, disposal of tissues, disinfectant on door handles etc.
- Any staff or pupils showing signs of infection would be sent home as soon as possible. Flu-like symptoms include the sudden onset of fever, headache, muscle pains and feeling ill, with or without sore throat, cough or difficulty breathing.
- The School would provide any information requested by the local health authority or other Government agency.

Food Poisoning - the most likely problems are E Coli, or Salmonella food poisoning. Should the local authority feel that there might be a case of such an illness amongst catering staff they would contact DSO who would send out an incident team (consisting of the Operations Manager and Technical Services Manager) to assess the situation and determine what action should be taken. Should it be decided that the kitchen should be closed, DSO will provide meals for the school through an external source (essentially in the form of a packed lunch) and will take the necessary action to ensure that the full unit re-opens within 24 hours.

Similar conditions apply to an outbreak of Hepatitis A in the kitchens.

## **F. Incident involving the death of a member of the school community.**

Such situations may involve the death of a pupil or of a member of staff.

Where such an incident occurs during school activities, members of staff responsible for the activities should notify the school as soon as possible so that this policy may be put into effect.

Where such an incident occurs outside school activities and is reported to the school, the information must be verified before action is taken, by reference to next of kin for example. As much information as possible should be gathered from parents, emergency services etc. before an announcement is made.

Parents, pupils and staff should be informed as detailed above, though the following points should be considered:



- It may be appropriate to inform particular groups of staff and pupils separately - close friends of the deceased or departmental colleagues, for example - before passing the information to the wider school constituency.
- It may be helpful to inform all pupils through classes rather than in the formal context of a school assembly specially called for this purpose. Teaching and support staff should be clearly briefed about how to handle such a disclosure and about the likely effects of such a disclosure. A meeting might be held later to give pupils opportunities to discuss their reactions to the news and their feelings about the bereavement. Such meetings are especially important for those pupils most directly affected by the bereavement - classmates of a pupil for example.. PSHE lessons may also be used to discuss issues related to a particular bereavement.
- Clear boundaries should be established to stop pupils and others 'milling about' – clear areas for staff, parents, pupils and press might be delegated.
- A subsequent formal assembly may allow group recognition of the impact of the incident through rituals - memorial words by staff and pupils, a minute's silence, a relevant piece of music etc. Anniversaries should be approached with particular care and should be handled with sensitivity and support.
- Staff meetings might be held to allow for peer group support amongst staff - especially those most directly affected. The local authority counselling services may help. Recognition of the stress for staff should be made - perhaps through provision of extra staffing help etc. Demands made of pupils and staff should be carefully considered.
- Consideration might be given to the inclusion of suitable fiction and non-fiction stock in the Library.
- Outside agencies are available to help in such circumstances

## **Physical Situations**

### **A. Incident requiring evacuation of the school and/ or loss of buildings.**

For circumstances where evacuation of buildings is required - fire or escape of noxious gasses, for example, - procedures set out in the Health and Safety Policy document should be followed. Where fire has rendered buildings unfit for use, accommodation for CMT, staff and pupils and for emergency First Aid treatment should be taken over as detailed above.

Where buildings are disabled for prolonged periods, the following options are available:

- extending the working day to allow greater use of remaining buildings
- hiring local facilities – e.g. church halls or community centres
- hiring portable buildings for erection on the school field

### **B. Closure of the school due to adverse weather conditions.**

The school adheres to the specific guidance issued by the local authority in relation to school closures caused by severe weather conditions. The school will inform parents as soon as possible of any





likelihood of closure due to severe weather, or if children are being sent home early or at short notice. Parents are advised to listen to local radio stations or check the local authority website at regular intervals.

### **Outcomes**

This policy should help the Headteacher deal with any unexpected emergency. The associated planning and training will put the school in a strong position to deal with the incident efficiently and effectively by giving prominence to the care of learners and staff.

### **4. Monitoring and review**

The school's procedures for emergencies will be monitored by the Headteacher as part of her regular duties. A report will be presented to the governing body on an annual basis.

This policy will be reviewed by the governing body every two years or earlier if necessary.

Signed

C.J. Gibbon

Headteacher

Date

January 2022

Signed

Chair of Governing Body

Date

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\_\_\_\_\_





## ■ bomb threat checklist

This checklist is designed to help your staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Visit [www.cpni.gov.uk](http://www.cpni.gov.uk) to download a PDF and print it out.

### Actions to be taken on receipt of a bomb threat:

Switch on tape recorder/voicemail (if connected)

Tell the caller which town/district you are answering from

Record the exact wording of the threat:

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### Ask the following questions:

Where is the bomb right now? \_\_\_\_\_

When is it going to explode? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your telephone number? \_\_\_\_\_

### (Record time call completed:)

Where automatic number reveal equipment is available, record number shown:

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Inform the premises manager of name and telephone number of the person informed:

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Contact the police on 999. Time informed: \_\_\_\_\_

The following part should be completed once the caller has hung up and the premises manager has been informed.

Time and date of call: \_\_\_\_\_

Length of call: \_\_\_\_\_

Number at which call was received (i.e. your extension number): \_\_\_\_\_



### ABOUT THE CALLER

Sex of caller: \_\_\_\_\_

Nationality: \_\_\_\_\_

Age: \_\_\_\_\_

### THREAT LANGUAGE (tick)

- Well spoken?
- Irrational?
- Taped message?
- Offensive?
- Incoherent?
- Message read by threat-maker?

### CALLER'S VOICE (tick)

- Calm?
- Crying?
- Clearing throat?
- Angry?
- Nasal?
- Slurred?
- Excited?
- Stutter?
- Disguised?
- Slow?
- Lisp?
- Accent? If so, what type? \_\_\_\_\_
- Rapid?
- Deep?
- Hoarse?
- Laughter?
- Familiar? If so, whose voice did it sound like? \_\_\_\_\_

### BACKGROUND SOUNDS (tick)

- Street noises?
- House noises?
- Animal noises?
- Crockery?
- Motor?
- Clear?
- Voice?
- Static?
- PA system?
- Booth?
- Music?
- Factory machinery?
- Office machinery?
- Other? (specify) \_\_\_\_\_

### OTHER REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Print name**

\_\_\_\_\_