

DEEPING ST NICHOLAS PRIMARY SCHOOL

CRITICAL INCIDENT POLICY UPDATED MAY 2013

This policy is an important document and all staff should be aware of and familiar with its content. In the event of a critical incident at Deeping St Nicholas Primary School this forms the contingency plan.

A major incident may be defined as:

- An accident leading to a fatality
- Severe injury or severe stress
- Circumstances in which a person or persons may be at risk or serious risk of illness
- Circumstances in which any part or whole of the school is unable to function as normal due to external influences
- Any situation in which the press may be involved
- Fire
- Flooding
- Acts of vandalism or terrorism
- Pandemic
- Explosion

As such, major incidents include:

- Death of a pupil or a member of staff
- Death or serious injury on a school trip
- Epidemic in school or community
- Violent incident in the home
- A pupil missing from home
- Destruction or major vandalism in school
- A hostage taking
- A transport incident involving school members
- A disaster in the community
- A civil disturbance or terrorism

In the event of such an incident the priorities of those adults in charge of the school or the school trip must be able to:

- Save life
- Minimise personal injury
- Safeguard the interests of pupils, students and staff
- Minimise loss and return to normal working quickly

Key Contingency Arrangements

Salvage and protection of salvaged items

Planning provisional accommodation

Maintaining inventory of all computing hardware and software

Identifying computing priorities and working with LA to provide business continuity
Identifying other essential equipment and replacements.

Security

In the event of the building having been rendered unsafe following a fire, the school will access the LA and the police for protection of the site.

Accommodation

If damage to the building is such that the interior is exposed to the elements or unsafe under the terms of the insurance policy the LA Insurance Helpdesk should be contacted to arrange hire of portable buildings if this is appropriate. These could be situated on the school field in consultation with the appropriate authorities. Following an incident the collaborative partnership schools will be contacted for available space.

Duty of Care

If the building has been evacuated for structural safety reasons, before reoccupation a member of the Council Land and Building Control Officer should be contacted.

The Governors' Buildings Committee will make an inspection to see if the structure is safe.

Advice from the Environment Agency

Following an incident any spillages, contaminated materials or fire fighting water should be disposed of in the correct manner.

Contaminated water should not be disposed of in a drain without prior permission.

Environment Agency: 0800 807060

ACTION CARDS

The Action Cards give responsibilities for specified staff in the event of a critical incident either away from school or in the school environment. These should be used by staff in the event of a major incident and be carried by staff on school visits. As staff could be absent from school, attending meetings or receiving training the following order should be followed:

Adult 1	INFORM
Adult 2	SAVE
Adult 3	CARE
Adult 4	ASSIST

The safety of children is the top priority and teachers and teaching assistants should remain with classes wherever possible to ensure a sense of normality to keep the children calm.

CRITICAL INCIDENT RESPONSE TEAM

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

The Headteacher

A Class teacher

The Chair of Governors

The Vice Chair of Governors

LA Representative

Emergency Planning Officer (LA)

Fire/Police Representatives if appropriate.

1. In the event that the school has to be evacuated the staff will escort pupils to the school field. (In the circumstances of a fire this will be . . .)
2. **NO ADULT** should speak to the press/media under any circumstances without the express permission of the adult in charge of the school at the time e.g. the Headteacher or the Chair of Governors
3. A clear and concise record of actions taken **MUST** be kept by those involved.
4. Although mobile phones can be a good method of communication in some situations they are **NOT SECURE** and **SHOULD NOT** be used to relay information about casualties. A telephone cascade will be put in place to alert parents if necessary.
5. Media requests for information should be directed to the Director of Education and Cultural Services. Any other statements should be checked first with Lincolnshire County Council Public Relations Officer and with the emergency staff at the scene. **ONE PERSON ONLY** should be nominated to talk to the media – preferably a LA member or the headteacher.

EVACUATION ROUTINE

In the event of a fire or incident involving evacuation the same routine should be followed as that during standard fire practices. Pupils should exit and assemble at the nearest safe assembly point.

In most cases:

1. All groups would evacuate to the playground or the school field
2. All windows and doors should be left shut
3. Registers must be taken and pupils counted
4. Staff should ensure that pupils do not have to pass obvious danger points to reach a safe area
5. Classes will wait for direction following evacuation

IDENTIFIED SCHOOL FIRST AIDERS

The following are currently trained in first aid:

Anita Bandey
Helen Sandalls
Katy Stocks
Yvonne Oldham
Rodney Maltby
Heather Young

WAYS TO DIFFUSE THE INCIDENT

1. Re – unite parents with children as soon as possible after permission has been given from the lead adult e.g. the Headteacher
2. Keep parents and the community informed of developments following the incident to prevent speculation
3. **DO NOT** make off the cuff or unofficial comments to people at any time – including after the incident
4. Always raise concerns with the Critical Incident Team
5. Monitor pupils and staff carefully after an incident for signs of stress or distress. The LA will provide support.

ACTION CARDS

ACTION CARD 1	INFORM
<ul style="list-style-type: none"> • Obtain facts and information • Call the emergency services on 999 • Retain any relevant equipment • Inform the rest of the school as appropriate • Contact the Director of Education • Contact Chair of Governors • Contact Health and Safety Teams • Prepare to deal with the media 	

ACTION CARD 2	SAVE
<ul style="list-style-type: none"> • Administer first aid where possible • Establish a contact point with the emergency services • Travel with casualties to hospital • Complete incident forms 	

ACTION CARD 3	CARE
<ul style="list-style-type: none"> • Keep a record of witnesses • Keep others informed • Arrange for non – casualties to evacuate the school • Care for relatives arriving at school • Consider relocation to other premises • Remain available to the emergency 	

ACTION CARD 4	ASSIST
<ul style="list-style-type: none"> • Keep others informed • Ensure alternative accommodation is available if needed • Keep switchboard staff aware of known facts • Help to establish an incident room 	

MAINTAIN CONTACT WITH COLLEAGUES AT ALL TIMES

DO NOT ALLOW CHILDREN TO TALK TO THE PRESS WITHOUT THE EXPRESS PERMISSION OF PARENTS

COPING WITH EMERGENCIES – QUICK REFERENCE SHEET

CONTACTS	NAME	TELEPHONE
Director of Children's Services	Debbie Barnes	01522 553200
Emergency Planning Unit	CONTACT IMMEDIATELY Out of hours	01522 582220 01522 582238
Chair of Governors	Reverend Peter Garland	01775 722816
Police	999	01522 532222
Fire Brigade	999	01522 582222
Civil Protection Officer	Emergency Duty Officer	01522 582220 day 01522 888111 24 hrs
School Nurse		
Educational Psychologist	Helen Nation	
Hospitals	Boston Pilgrim Peterborough and Stamford City Spalding Johnson Community	01205 364801 01733 678000 01775 652146
Educational Visits Support	Email: abradshaw@cftb.com	07827 848146
Education Welfare Officer		
Safeguarding Officer Child Protection	Ruth Fox (Assistant Child Protection Officer) Customer Services Out of Hours Phil Whitworth	01522 554695 01522 782111 01522 782333 01522 553214
LADO	Anne Faulkner (Allegations against staff)	01522 554668
Social Services Area Team Leader		01775 725751 01522 555124
Local Religious Groups		
Lincolnshire Centre for Grief and Loss		01522 546168
Press and Media contacts	Spalding Guardian	01775 725021
Land and Buildings		01522 836222

INCIDENT LOG

LOCATION:

NATURE OF INCIDENT:

NAME:

PAGEOF

DATE	TIME	NAME AND NATURE OF CONTACT	AGREED ACTION (S)