



SNAPE PRIMARY CRITICAL INCIDENT POLICY

This policy is an important document and all staff should be aware of and be familiar with its content. Naturally, no school wishes to be involved in a critical incident of any kind especially one that involves injury to adults or children. However, in the event that such a situation arises in school, on a trip or that damage to the building occurs - staff need to be aware of the contingency plan for Snape Primary School.

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 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.

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

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

Action Cards

The Action Cards give responsibilities for specified staff in the event of a critical incident

(a) Away from the school (b) In the school environs

These should be used in the event of a major incident and be carried by staff on school visits.

Due to the nature of school life, which includes the absence of staff on courses, at meetings etc. the following staff order should be followed.

Incidents in school (Action Card 3)

Adult 1 Adult 2 Adult 3 Adult 4

(INFORM) (1) Headteacher, (2) Senior Teacher

(SAVE) First Aiders

(CARE) Teacher (s)

(ASSIST) Administrator and TA's

Teaching Assistants and additional class teachers, if in school, to remain with classes.

On Trips (Action Card 1)

Adult 1 Adult 2 Adult 3

(INFORMS) Group Leader

(SAVES) Nominated adult (to be shown on risk assessment)

(CARE) Nominated adult (to be shown on risk assessment)

See Action Card 2 for Senior Staff who hear of major incident out of school.

Critical Response Planning Team

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

1. TheHeadteacher
2. Senior Teacher
3. Chair of Governors
4. Vice Chair of Governors
5. LA Representative
6. Emergency(LA)PlanningOfficer
7. Member of the police/fireservice if appropriate

In the event that the school buildings cannot be used and evacuation is necessary, staff will escort pupils to the junior playground or school field – the key for the village hall is in the “grab bag” which is stored in the school manager’s office. This may be used if pupils are exposed to the elements for any length of time.

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/Senior Teacher.

A clear and concise record of actions taken along with times MUST be kept by those involved (Sheet 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 system will be put in place to alert parents if necessary. Media requests for information should be directed to the..... Any other statements should first be checked with Suffolk 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 an LA member as above.

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 go to the nearest safe assembly point. In most cases:

1. On the school field away from the back of the building OR
2. In the car park near the fence away from the front of the building

Ways of defusing an incident

1. Re-unite parents with children as soon as possible (only with permission of named adult e.g. Headteacher).
2. Keep parents and 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 LEA will provide support.

ACTION CARD 3 GUIDANCE FOR SCHOOL STAFF IN EVENT OF A MAJOR INCIDENT IN SCHOOL ENVIRONS

THERE HAS BEEN A MAJOR INCIDENT

INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE
ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards
INFORM

OBTAIN FACTS AND INFORMATION

CALL THE EMERGENCY SERVICES USING 999

RETAIN ANY RELEVANT EQUIPMENT INFORM REST OF SCHOOL STAFF AND CHILDREN AS APPROPRIATE

CONTACT DIRECTOR OF EDUCATION (or his/her representative)

CONTACT CHAIR OF GOVERNORS

CONTACT HEALTH AND SAFETY REPS

PREPARE TO DEAL WITH THE MEDIA

ADULT 1 - INFORMS

- Headteacher
- Or administrator (in absence of the head)

SAVE

ADMINISTER FIRST AID WHERE POSSIBLE ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES

TRAVEL WITH CASUALTIES TO HOSPITAL

COMPLETE ACCIDENT FORMS

ADULT 2 - SAVES

- First aiders

CARE

KEEP A RECORD OF WITNESSES

KEEP OTHERS INFORMED OF SITUATION ARRANGE FOR NON-CASUALTIES TO

EVACUATE SCHOOL

CARE FOR RELATIVES ARRIVING AT SCHOOL

CONSIDER RELOCATION TO OTHER PREMISES

REMAIN AVAILABLE TO EMERGENCY

ADULT 3 - CARES

- Class Teachers
- Responsible Adult

ASSIST

KEEP OTHERS INFORMED OF SITUATION ENSURE ALTERNATIVE ACCOMMODATION IS AVAILABLE IF NEEDED

KEEP SWITCHBOARD STAFF AWARE OF KNOWN FACTS

HELP TO ESTABLISH INCIDENT ROOM

ADULT 4 - ASSISTS

- TA's
- Administrator
- Responsible Adult

(e.g. Vol.)

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

DO NOT ALLOW PUPILS TO TALK TO THE MEDIA UNLESS STAFF OR PARENTS HAVE GIVEN PERMISSION

ACTION CARD 1

GUIDANCE FOR GROUP LEADERS ON OUT-OF-SCHOOL ACTIVITIES

THERE HAS BEEN A MAJOR INCIDENT

INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE

ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards

INFORM

OBTAIN FACTS AND INFORMATION CALL THE EMERGENCY SERVICES USING 999 SYSTEM

RETAIN ANY RELEVANT EQUIPMENT INFORM SENIOR SCHOOL STAFF CONTACT

HEALTH AND SAFETY REPRESENTATIVES

REQUEST ASSISTANCE ON SITE AS NECESSARY

PREPARE TO DEAL WITH THE MEDIA

ADULT 1 - INFORMS • Group Leader

SAVE

ADMINISTER FIRST AID WHERE POSSIBLE

ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES TRAVEL WITH CASUALTIES TO HOSPITAL

COMPLETE ACCIDENT FORMS

ADULT 2 - SAVES

- Nominated adult to be shown on risk assessment

CARE

CALL OTHER ASSISTANCE AS NECESSARY

KEEP A RECORD OF WITNESSES KEEP OTHERS INFORMED OF SITUATION

CONSIDER ABANDONMENT OF ACTIVITY

ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL

REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING COLLEAGUES

ADULT 3 - CARES

- Nominated adult to be shown on risk assessment

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

GUIDANCE FOR SENIOR STAFF ON HEARING OF A MAJOR INCIDENT AFFECTING AN OUT-OF-SCHOOL ACTIVITY

THERE HAS BEEN A MAJOR INCIDENT

INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE

ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards

ACTION CARD 2

INFORM

OBTAIN FACTS AND INFORMATION ENSURE EMERGENCY ASSISTANCE HAS BEEN CALLED

CONFIRM WHO IS IN CHARGE CONTACT HEADTEACHER/SENIOR STAFF

CONTACT EMERGENCY PLANNING OFFICER

CONTACT CHAIR OF GOVERNORS CONTACT LEA REPRESENTATIVES

CONTACT OTHER STAFF

PREPARE TO DEAL WITH THE MEDIA

ADULT 1 - INFORMS

- Headteacher
- Administrator may also play role in C.I.

CARE

DECIDE WHO AND HOW TO TELL PARENT OF CHILDREN ON THE VISIT ESTABLISH INCIDENT ROOM ESTABLISH ROOM FOR RELATIVES REMAIN AVAILABLE TO SUPERVISING COLLEAGUES

ADULT 2 - CARES

- If not used above then Headteacher / administrator OR class teachers

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES



USEFUL CONTACTS

As part of the emergency plan, this list of contacts should be obtained as a matter of course. Phone numbers can be added to this page and the whole list MUST be updated regularly and frequently.

As a matter of urgency there will be a need for emergency telephone lines. Contact the Emergency Planning Officer for Suffolk who is able to make these arrangements with British Telecom.

ACTION CARD 4

Should an incident occur outside office hours please would you use the following central number 01473 433440. This will enable a 24 hour response to be guaranteed and the response team will contact the relevant office on your behalf, immediately.

During office hours please call in the first instance the following officers any of which can provide immediate help.

Janice Lee, Strategic Manager, Mobile: 07887627916 Office: 01473 263940
Jemma Lynch, Resolution Officer Mobile: 07712418154 Office: 01473 263942
Alison Jones, Resolution Officer Mobile: 07912596974 Office: 01284 758641

Chair of Governing Body

Elaine Peasey
Through school office

Vice chair of governing body

Julie Gillingwater
Through school office

Ambulance/Police/Fire Brigade

Senior Communications Officer from Corporate Services

Nicola Heath
01473 263764. Nicola.heath@suffolk.gov.uk

School Nurse

01673 233600

Local Doctor's Surgery-Saxmundham Health, Lambsale Meadow

01728 602022

Education Psychology Service: Endeavour House 8 Russell Road Ipswich Suffolk

01473 264700

Emergency Department at the Local Hospital

01473 702033

Social Services, County Buildings, Saxmundham

0808 800 4005

Counselling Services

Contact the Emotional Wellbeing hub on 0345 600 2090

The Samaritans

01473 211133

Date adopted by the governing body: Thursday 13th June 2019 Policy Review Date:

Oct 6th
2020

Signed:

Chair of governors:

Headteacher

Snape Primary School - Record of Critical Incident Log

Every individual involved in the incident or involved with managing the aftermath must complete one of these.

*They are to be completed at the time and not taken away and filled in later. As such it is expected they may be messy or dirty. These sheets are to be given to the headteacher or senior teacher at an appropriate moment during the incident, e.g. at end of day meeting / debrief – they **MUST** not be taken home.*

Name of person completing sheet:

Sheet number e.g. 2 of 6, etc:

Date:

Time:

Action taken / event noted (include other person (s) present or witness)

Signed: