



Kelsey Primary School

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 Kelsey 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	(INFORM)	(1) Headteacher, (2) Senior Teacher
Adult 2	(SAVE)	First Aiders
Adult 3	(CARE)	Teacher (s)
Adult 4	(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	(INFORMS)	Group Leader
Adult 2	(SAVES)	Nominated adult (to be shown on risk assessment)
Adult 3	(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 Kelsey Primary School, in the immediate aftermath of an incident, this team would consist of all/any of the following:

1. The Headteacher
2. Senior Teacher
3. Chair of Governors
4. Vice Chair of Governors
5. LA Representative
6. Emergency (LA) Planning Officer
7. Member of the police/fire service 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 keys for the Methodist Chapel are in the “grab bag” which is stored in the school administrator’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 Director of Education and Cultural Services. Any other statements should first be checked 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 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. Class 1 (Reception and Year 1) would go to the junior playground via the fire door and outside play area - furthest away from the building.
2. Other classes would assemble on the junior playground exiting via the fire doors in the classrooms – furthest away from the building.
3. All windows and doors should be left shut.
4. Registers must be taken and pupils counted.
5. Staff should ensure pupils do not have to pass obvious danger points to reach a safe area.
6. Classes will wait to be directed following evacuation.

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.

Identified School First Aiders

- Lists are in the head teacher's office, the staffroom and the school office. A copy is with each class team.

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

<p>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 AND CULTURAL SERVICES (or his/her representative) CONTACT CHAIR OF GOVERNORS CONTACT HEALTH AND SAFETY REPS PREPARE TO DEAL WITH THE MEDIA</p>	<p>ADULT 1 - INFORMS</p> <ul style="list-style-type: none"> • Headteacher • Or administrator (in absence of the head)
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<p>SAVE ADMINISTER FIRST AID WHERE POSSIBLE ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES TRAVEL WITH CASUALTIES TO HOSPITAL COMPLETE ACCIDENT FORMS</p>	<p>ADULT 2 - SAVES</p> <ul style="list-style-type: none"> • First aiders
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<p>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</p>	<p>ADULT 3 - CARES</p> <ul style="list-style-type: none"> • Class Teachers • Responsible Adult
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<p>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</p>	<p>ADULT 4 - ASSISTS</p> <ul style="list-style-type: none"> • TA's • Administrator • Responsible Adult (e.g. Vol.)
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**MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES
 DO NOT ALLOW PUPILS TO TALK TO THE MEDIA UNLESS STAFF OR PARENTS HAVE GIVEN PERMISSION**

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

<p>INFORM</p> <p>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</p>	<p>ADULT 1 - INFORMS</p> <ul style="list-style-type: none"> • Group Leader
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<p>SAVE</p> <p>ADMINISTER FIRST AID WHERE POSSIBLE ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES TRAVEL WITH CASUALTIES TO HOSPITAL COMPLETE ACCIDENT FORMS</p>	<p>ADULT 2 - SAVES</p> <ul style="list-style-type: none"> • Nominated adult to be shown on risk assessment
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<p>CARE</p> <p>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</p>	<p>ADULT 3 - CARES</p> <ul style="list-style-type: none"> • Nominated adult to be shown on risk assessment
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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

<p>INFORM</p> <p>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</p>	<p>ADULT 1 - INFORMS</p> <ul style="list-style-type: none"> • Headteacher • Administrator may also play role in C.I.
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<p>CARE</p> <p>DECIDE WHO AND HOW TO TELL PARENT OF CHILDREN ON THE VISIT ESTABLISH INCIDENT ROOM ESTABLISH ROOM FOR RELATIVES REMAIN AVAILABLE TO SUPERVISING COLLEAGUES</p>	<p>ADULT 2 - CARES</p> <ul style="list-style-type: none"> • If not used above then Headteacher / administrator OR class teachers
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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. Telephone 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 Lincolnshire who is able to make these arrangements with British Telecom.

CONTACT	NAME	TELEPHONE
Director of Children's Services		01522 553200
Emergency Liaison Officer		01522 553209 01522 553259 01522 553232
Chair of Governing Body	Leoni Kitchin	Through school office
Vice chair of governing body	Ciara Casey	Through school office
Police		01522 532222 01754 762222
Fire Brigade		999 01754 898980
Civil Protection Manager	Bryan Kirkham	01522 582224
School Nurse		01673 233600
Education Psychology Service Central Office		01522 553341
Emergency Department at the Local Hospital	Diana Princess of Wales Hospital, Grimsby	01472 874111
Education Welfare Officer		01790 753574
Social Services Area Team Leader	North Lincs. Lincolnshire North East Lincs.	01724 296500 01522 782155 01472 325555
Counselling Services	Cruse Bereavement Care Lincoln Centre for Grief and Loss	01205 357396 01522 546168
The Samaritans		01472 353111



Kelsey 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)

Policy Information:

Date adopted by the governing body:

December 2016

Policy Written by:

Magnus Smedley (Headteacher)

Policy Review Date:

March 2021

Signed:

Chair of governors:

Headteacher:
