

# Elmsett C. of E. V.C.P. School

## Critical Incidents Policy

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## Document Control

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## **1. PREVENTION**

Some incidents are completely avoidable if foresight has been exercised, potential risks identified and evaluated and preventative measures put in place: therefore implementing the procedures identified within this Health and Safety Policy can prevent many accidents ever taking place.

## **2. PREPARATION FOR SCHOOL VISITS**

We will adhere to the guide-line set by the Education Department when organising any school visits (see part C of Critical Incident booklet). At all times a complete and accurate list of pupils and adults engaged in any activity away from the school site is available and left with a school governor who has no relations on the trip.

## **3. STAFF AWARENESS**

All staff are aware of arrangements in place for dealing with critical incidents and know whom to contact in case of emergency.

## **4. CRITICAL INCIDENT TEAM**

The team will consist of the Headteacher, 3 Governors and the Office School Administrator.

This team will be responsible for:

- Ensuring the preparation of contingency plans
- Arranging staff training and briefings
- Preparing contact lists and making these readily available
- Identifying individuals to perform specific tasks

These tasks will be:-

- Communicating and record keeping
- Liaison with helpers and visitors
- Press and media liaison
- Arranging support for individuals
- Ensuring Availability of Practical Communications

As we only have one telephone line, that number 01473 658303 will be used as a dedicated line, if possible and appropriate, and a mobile phone number will be issued for all other means of communication.

## **5. ENSURING INFORMATION IS TO HAND AND KEPT UP TO DATE**

All contact information is kept up to date on the office computer – SIMS program and in hard copies in the office. Parents are regularly asked to verify information kept and asked to inform the school of any changes immediately.

LEA contacts and contacts of emergency services are also kept in the school office.

## **6. WHEN A CRISIS STRIKES – ACTION TO TAKE**

We will follow the guideline set down in the Critical Incident booklet:-

- Obtain and collect accurate information
- Inform LEA
- Call together Critical Incident Team
- Draw up Action Plan
- Establish communications room and dedicated phone line.
- Start Incident Log and record keeping procedures
- Contact families involved
- Arrange to inform other parents
- Inform staff
- Inform pupils
- Contact appropriate support staff
- Respond to/inform media
- Inform associated schools

## **7. LONG TERM RESPONSE**

The final phase will be to determine what long term work needs to be carried out. These will obviously be related to the original incident but may include:-

- Keeping parents/pupils informed
- Counselling
- Insurance Claims
- Health & Safety issues
- Memorials and memorial services