

**This policy should be read and understood in conjunction with the following documents:**

- A1 Health & Safety Policy
- A2 Child Protection Policy
- A8 Physical Intervention to Control and Restrain Others
- Emergency conditions and major incident guidance for Head Teachers (Wiltshire Country Council – November 2014/15) Appendix 1
- Safety in Offsite Activities Manual (2012) Appendix 2
- The School's Emergency Procedures Guidelines Appendix 3

### **Definition**

A critical incident is defined as an event likely to affect the fundamental aims or day to day running of the school and may include the following:

- a student, member of staff or any other participant lost or injured on a school visit;
- a student or staff suicide;
- serious physical attack on a student or member of staff within or outside the school boundaries or any other person not directly associated with the school within the school boundaries;
- terminal illness of a student or member of staff;
- sudden death of a student or member of staff
- bomb scare or fire which results in evacuation of the building.

### **Aims**

The aims of this policy are to:

- minimise the threat to the safety and wellbeing of staff and pupils;
- minimise potential damage to the infrastructure of the school;
- establish clear areas of responsibility;
- establish clear guidelines and procedures that are understood by all involved and therefore consistently applied;
- insure that all appropriate parties are informed of the incident in line with County guidelines and procedures;
- carry out required duties and responsibilities as outlined in the school's Emergency Procedures Guidelines

### **Incident Team's preparation for response to a critical incident**

- The response required in the event of a critical incident and the order in which various tasks are undertaken may vary slightly depending on the type of incident. However, the response required and the tasks that make up that response are clearly outlined in the school's Emergency Procedures Guidelines.
- Along with the Head Teacher (HT) and Deputy Head Teacher, (DHT) all members of the Senior Management Team(SMT) and the Chair and Vice Chair of Governors should be familiar with the procedures set out in this guide. In addition the Senior Admin Officer should have a copy of the guide and also be familiar with the procedures set out in that guide.
- All members of the SMT and responsible Governors should also keep a copy of the guide at home in the event that an incident occurs out of school hours.

- A complete set for each team member will be kept in the HT's office and the HT will also keep a complete set at home should it be necessary to put together a team comprised of different members during a school holiday or when access to the school is not possible due to the nature of the incident.
- All staff need to be aware of the response required in the event of a critical incident and to be trained in tasks and procedures that they might personally be involved in. Accordingly, all new staff will be made aware of the Critical Incident Policy and procedures as part of their induction and all staff will receive an annual update and reminder on the policy and procedures.

### **Tasks for the Incident Team following a critical incident**

Subsequent to a critical incident there are a number of tasks and duties that must be carried out by the response team. Specific tasks and duties have been pre-assigned to specific members of that team but there is obvious need for flexibility dependent upon the availability of team members at the time of the incident. What is important is that specific individuals take on specific roles and that these roles are clearly defined in the school's Emergency Procedures Guidelines.

### **Updating the Emergency Procedures Guidelines**

It is the responsibility of the Head Teacher to ensure that all details are kept up to date.

### **Guidelines for all staff**

1. In the event of a critical incident a Critical Incident Management Team (CIMT) is formed as described in the Emergency Procedures Guidelines.
2. All staff will be notified by email or contacted by telephone if not at school at the time.
3. No member of staff should discuss the incident within any one outside school.
4. As soon as practically possible, all staff will be called together and briefed on events and the response of the CIMT.
5. Any enquiries from outside agencies must be referred to the CIMT.
6. If the incident happens during school holidays a CIMT will be formed out of available staff to manage the situation (e.g. death of a child whilst on holiday).
7. As the incident unfolds we need to stick to routines and as far as possible, maintain a sense of normality. Some teachers, children and classes may be more affected than others and the assessment of needs is part of the job of the CIMT.
8. The site manager must remain on site to be directed by the CIMT.

### **Review of the Policy**

- This policy and the procedures outlined in it will normally be reviewed every two years. However, in the event of a critical incident, the SMT will review the policy and procedures to determine its effectiveness and any shortcomings.