

**School Specific Critical Incident Plan Policy**

**-refer to the School Critical Incident Plan Template (TP6) for further guidance and the Enquire Learning Trust’s Business Continuity Plan**

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**Introduction**

This plan is designed to enable the Academy to deal with a variety of emergency situations so that the needs of pupils, staff and parents may be met and so that the Academy may continue to work as normally as it can for as long as possible.

It consists of a core section applicable to a number of different emergency scenarios followed by particular advice related to individual circumstances.

**Aims of this policy**

* To prepare Academy Improvement Committee, staff and pupils for any disasters that may occur
* To ensure that there is a plan that can be implemented swiftly in the case of an
* emergency caused by a disaster
* To be a guide to actions in circumstances that are liable to strain the capacity of
* those handling the situation to think clearly
* It is essential that everybody knows:
* The roles to be performed by each person
* The communications strategy
* The basic principles to be followed with the pupils and parents

**Definition**

An incident becomes critical when it constitutes a serious disruption, arising with little or no warning, on a scale beyond the coping capacity of the Academy. In extreme cases, Academy incidents can occur which are of such a critical and overwhelming nature that they can result in staff, pupils and parents alike, experiencing acute and even prolonged distress.

Examples can include:

* A deliberate act of violence
* A fire, flood or burglary
* Destruction or serious vandalism of part of the Academy
* Death of a pupil or member of staff
* Death or serious injury on a Academy trip
* A transport related incident involving pupils or member of staff

**Core Plan**

The Incident Management Team

In the event of a serious emergency situation, the Incident Management Team (hereafter IMT) will take charge of the situation. This will consist of:

|  |  |
| --- | --- |
| Team | Primary Tasks  |
| The Principal  | * Contact and assemble IMT
* Contact LA & agree support required
* Liaise with Emergency Services and maintain
* control until they arrive
* Contact Chair of Academy Improvement Committee
* Review progress with IMT
* Keep log of events
* Act as co-ordinator of the plan and will also have
* overall responsibility for communications with the
* media
* Contact Emergency Services
* Inform staff
* Inform pupils, as appropriate
* Receive parents coming to Academy
 |
| Vice-Principal  | * Will act in the absence of the Principal
* Will assume responsibilities as delegated by the Principal
* Will act as deputy co-ordinator of the plan
 |
| Senior Leadership Team  | * Provide support as required
 |
| Academy Business Manager  | * Answer incoming calls
* Divert press/media enquiries as directed by Principal
* Ensure list of staff/Pupils/others on site is available(or list of those on Academy trips/events)
 |

The main tasks of the IMT will be:

* Gathering information about the nature and extent of the emergency and establishing who has been informed about it.
* Liaise with Emergency Services where appropriate and maintain control until the ES arrive whereupon the ES will provide the lead control over the situation.
* Recording all information about the emergency.
* Controlling all links with the media (see below)
* Controlling all links with parents (see below)
* Producing a daily briefing sheet (where appropriate) summarising the current situation, support systems available and short and long term plans. This will be issued to staff and possibly to parents.
* **TO MAINTAIN A NORMAL ACADEMY ROUTINE AS FAR AS POSSIBLE.**

Locations

Should a situation arise in which some or all of the Academy buildings are rendered unusable:

The IMT would base itself in:

* Principal’s Office

Or

* Academy Office

A First Aid station would be established:

* In the Medical Room

Or

* In the Staff Room

Or

* In the playground if Academy buildings are rendered unavailable

Communications

Information about any emergency incident should be relayed to the Principal and other members of the IMT as soon as possible. The Principal or their deputy will summon a meeting of as many members of the IMT as soon as possible after this information is received. Having established the nature of the problem and the names, nature and extent of any casualties, the IMT will inform:

**The Emergency Services**

This will be carried out by the Vice-Principal once the Principal or members of the IMT have decided that such a course of action is appropriate.

**Parents**

* Prompt contact will be made with parents of pupils affected by the emergency.
* Where children have been seriously injured or killed, such contact will be made personally by a senior member of staff possibly accompanied by a member of the police force or directly by the police.
* All staff other than the Principal making such contacts will be briefed in advance by the Principal
* Where a member of staff sees such a parent out of Academy, care should be taken to ensure that the parent is not left alone in distress. Useful contact numbers – e.g. local support services – might also be provided. A brief record of all such meetings should be kept.
* Other parents should be informed of the nature of the incident by letters sent home with pupils containing details of the emergency and (if appropriate) a return to Academy date.
* It may be appropriate to inform local media – BBC, commercial radio etc. Where the emergency incident occurs before normal Academy hours and involves Academy closure, the Academy’s “Procedure for Closure of Academy” would be used to inform parents.
* All briefings given to parents should be clear and appropriate.
* Members of staff responsible for answering telephones after a crisis should be clearly briefed on the Academy’s response to the crisis and how to convey this accurately to callers. They should also keep an accurate record of all callers and their concerns.

**Staff**

* A meeting of all staff should be convened as soon as possible after the incident has taken place. Where this is not possible – e.g. where staff are involved in the supervision of pupils – smaller groups may be briefed separately. Separate meetings will be held for the administrative staff and catering staff if these staff are unable to attend the general staff briefing.
* There should be a debriefing of all staff at the end of the day on which the incident occurred if at all possible. A daily briefing sheet may also be used to keep staff in touch with developments.
* Appropriate information must be passed to staff on a regular basis.

**Media**

• The Principal is personally responsible for all contact with the media. No other member of staff should make contact with the media and pupils and parents will be discouraged from doing so. Where the media makes contact with other members of staff, they should refer them to the Principal.

• The IMT will be responsible for briefing pupils and staff on avoiding contact with the media and for ensuring that representatives of the media do not gain unauthorised access to staff and pupils by waiting at the Academy gates, etc.

• A briefing sheet for the local media will be produced and consideration will be given to organising a briefing session for the media.

• Where Academy routine has been damaged by the emergency and pupils have, consequently, to return to Academy after a period of time, this will be managed as carefully as possible and steps will be taken to ensure that media attention at this stage is not intrusive including asking the police for protection against intrusion if necessary.

**Pupils**

• Information about an emergency during term time will be passed to pupils in a simple, clear and appropriate format. Information will be passed to class groups from prepared briefing notes.

• Staff should only pass on facts to pupils and no attempt should be made to speculate on causes or consequences of events.

• Wherever possible, Academy routine should be maintained as fully as possible. Closure of the Academy should be a course of last resort.

**Other interested parties**

• Academy Improvement Committee should be informed of any emergency by the Principal or Chair of Academy Improvement Committee.

• Associated Academys – especially those where pupils affected by an emergency have siblings – should be informed and information should be passed to them clearly.

• Royal Mail and suppliers should be informed of any emergency involving the loss/change of buildings and of any changes to delivery arrangements.

• Local residents and neighbours – should be informed as soon as possible, especially where the nature of the incident is likely to cause problems associated with vehicle access to the Academy and/or parking.

**Situations involving Staff or Pupils**

**Incident on a Academy Trip**

In the event of a serious incident on a Academy trip, supervising staff should contact the Academy. Where the person contacted is not a member of the IMT they should contact a member of the IMT and pass on the relevant information as soon as possible. Once informed of the nature and extent of the emergency the IMT will act as detailed above.

i) Precautionary Rules for Trips of site

When a critical incident occurs off site, it is vital to know quickly who has been involved, therefore:

• All trip leaders are to ensure that there is a list in the Academy Office with the names of all pupils and a contact number(s) for parent(s)

• Every member of staff on the trip (not only the leader) will keep a list of pupils on the trip with them at all times. This may be the only starting point for identifying pupils and the leader may be incapacitated. It is also vital that information is passed to the Academy as soon as possible so that support can be given to staff on the ground and parents and that accurate

information can be given to other organisations as required.

All staff on the trip will:

• Know how an alarm is to be raised

• Have to hand a 24 hour number to contact to report any disaster. This will not only be the Academy number (which may be jammed with calls) but another confidential

number (e.g. Principal’s mobile number)As soon as the injured etc are properly looked after and in the hands of competent assistance then communicating the news is the priority.

Once that is done, the priority of those on the ground becomes to look after the pupils and each other. Dealing with media, parents and all other issues becomes the responsibility of the IMT.

**Emergency Involving a Academy Vehicle or a Vehicle being used for Academy Trips**

In the event of a serious accident – especially any accident involving serious injury or loss of life - in which a vehicle being used by the Academy is involved, the driver of the vehicle or

any accompanying member of staff must:

* Ensure the safety and security of all individuals present.
* Pupils should be supervised.
* Notify the emergency services of the nature of the incident.
* Not admit blame or liability for any accident.
* Notify the Academy (or, out of hours, an IMT contact) of the nature of the incident and the names, nature and extent of any casualties.

Once in possession of this information, the IMT will act as detailed above.

**Incident involving terrorism or other threat to pupils’ lives or physical safety in Academy**

Where a member of staff becomes aware of such a threat indirectly – e.g. by a telephone call – he/she should contact Reception as soon as possible giving all the information they

have.

Reception will then contact the Principal and members of the IMT who will assess the situation.

Where a member of staff becomes directly aware of a threat to pupils’ safety during an incident in or at the perimeter of the Academy, he/she should be made to inform Reception of

the threat.

On receipt of such information, Reception staff will:

• Notify members of IMT of the nature of the emergency – further actions will be sanctioned by members of IMT.

• Sound the fire alarm if the IMT decides that a full evacuation of the buildings is necessary and safe.

• Organise a written message from the IMT to be distributed instructing staff on the immediate actions to take to safeguard pupils if evacuation is deemed unsafe or

unnecessary.

• Distribute an ‘all clear’ message once the incident is deemed to have ended.

• Ring the police giving as many details of the incident as possible.

Members of IMT will meet the police on arrival and give them as full a picture of the events as possible.

**Outbreak of infectious illness in the Academy**

Upon discovery of an incidence of an infectious illness, advice should be sought immediately from the appropriate source, such as:

**Hull and East Yorkshire Academys**

**Child Health Department**

**Hull and East Yorkshire Children’s Service**

**Victoria House**

**Park Street**

**Hull**

**HU2 8TD**

Main switchboard tel: 01482 617 857

**OR**

**North Yorkshire and the Humber Health Protection Unit**

**FERA**

**Sand Hutton**

**York**

**YO41 1LZ**

Main switchboard tel: 01904 687100

Once an outbreak is confirmed, all relevant information should be reported to the Local Authority and other local Academy’s/Schools if appropriate.

A meeting of the IMT should be called immediately and the appropriate course of action decided, taking into account the advice from the LA and medical authorities.

It is impossible to discuss all potential infectious illnesses that may affect the Academy however the following gives an indication of the type of action required in 2 instances.

**Human Influenza or Coronavirus Pandemic**

• The Academy would continue operating as normally as possible during a pandemic, subject to Government guidance, but would plan for much higher than usual levels of staff and pupil absence.

• Children are highly efficient ‘spreaders’ of respiratory infections; when more is known about the nature of a pandemic strain or virus, the Government may advise

Academy’s to close.

• The Academy would therefore plan both for remaining open during a pandemic and for possible closure.

• If the Academy were to close to pupils, staff should continue to come into Academy unless ill.

• If Government advice stated that Academy’s should close, the Principal would take the final decision on whether to close the Academy.

• If the Academy remained open during a pandemic, it would be ensured that: sick pupils are separated from other pupils (and minimise their contact with staff) until one could get him or her home or collected by parents, systems would be in place

to minimise the spread of infection, e.g. hand-washing, disposal of tissues, disinfectant on door handles etc.

• Any staff or pupils showing signs of infection would be sent home as soon as possible. Flu-like symptoms include the sudden onset of fever, headache, muscle pains and feeling ill, with or without sore throat, cough or difficulty breathing.

• The Academy would provide any information requested by the Local Authority or other Government agency.

**Meningitis**

• Meningitis is an illness which is rare but which can be life threatening. At the present time vaccination is available against the Meningitis C strain. There is, however, no

vaccine for Meningitis B and the disease remains very media attractive and a case in the Academy would raise not only the problems of frightened pupils but also their parents and

inquisitive press. A case of Meningitis would be confirmed by the Department of Health. That department would issue clear guidelines to us to issue in turn to the parents of the pupils who might be affected. The illness is spread by droplet infection through sneezing, coughing and kissing, so the people most at risk from catching it are those closest to the patient – immediate family and then close friends. Follow up treatment will depend on what strain the meningitis is and whether there will need to be mass vaccination or the distribution of oral antibiotics – or both.

• Information that one of our pupils has contracted the illness must immediately be communicated to the Health and Safety and Premises Committee as well as the Principal (who must be informed even if they are out of Academy). A meeting of the

IMT will be called as soon as practically possible which will discuss courses of action.

Advice and help is available from the meningitis helpline (tel: 080 8800 3344).

**Immediate actions should include**

• The manning of the telephone line to receive calls from anxious relatives which will disseminate as much appropriate information as is available to the Academy.

• The drafting of a letter for all parents in the Academy informing them of the situation and how we are dealing with it.

• Appropriate communication of information to pupils, so as to allay panic, as rumours are dangerous. This might involve whole Academy assemblies or class discussions.

• Staff must be informed of what is happening and be reassured that there is not likely to be a risk to their personal health even if they were involved in teaching the pupil.

• Meningitis is a rare illness but it is likely to cause panic reactions as there may be fatalities and the illness itself is difficult to diagnose quickly as it can mimic flu. Meningitis is curable with antibiotics but can also lead to blood poisoning if not detected early enough.

**Incident involving the death of a member of the Academy community.**

Such situations may involve the death of a pupil or of a member of staff.

Where such an incident occurs during Academy activities, members of staff responsible for the activities should notify the Academy as soon as possible so that this policy may be put

into effect.

Where such an incident occurs outside Academy activities and is reported to the Academy, the information must be verified before action is taken, by reference to next of kin for example. As much information as possible should be gathered from parents and emergency services etc, before an announcement is made.

Parents, pupils and staff should be informed as detailed above, though the following points should be considered:

• It may be appropriate to inform particular groups of staff and pupils separately – close friends of the deceased or departmental colleagues, for example – before passing the information to the wider Academy constituency.

• It may be helpful to inform all pupils through the class system rather than in the formal context of a Academy assembly specially called for this purpose. Teachers should be clearly briefed about how to handle such a disclosure and about the

likely effects of such a disclosure. A meeting might be held later to give pupils opportunities to discuss their reactions to the news and their feelings about the bereavement. Such meetings are especially important for those pupils most

directly affected by the bereavement – classmates of a pupil or a teacher’s class group, for example SMT members might be able to support teachers who find this a difficult prospect as would staff with training in this area. PSHE lessons may

also be used to discuss issues related to a particular bereavement.

• Clear boundaries should be established to stop pupils and others ‘milling about’ – clear areas for staff, parents, pupils and press might be delegated.

• A subsequent formal assembly may allow group recognition of the impact of the incident through rituals – memorial words by the Priest, staff and pupils, a minute’s silence, a relevant piece of music etc. Anniversaries should be approached with particular care and should be handled with sensitivity and support.

• Staff meetings might be held to allow for peer group support amongst staff – especially those most directly affected. It should be recognised that the staff may also have been affected by stress and appropriate measures should be taken – perhaps through provision of extra staffing help etc. Demands made of pupils and staff should be carefully considered.

• Consideration might be given to the inclusion of suitable fiction and non-fiction stock in the library.

• Outside agencies are available to help in such circumstances.

**Significant staff absence**

In the event of there being a significant loss of staff, the following strategies will be considered:

• Scale down and / or suspend non-critical activities.

• Use of temporary staff from external sources eg. supply agency

• Redeployment of staff from less critical services to more critical ones.

**Situations involving Academy buildings**

Incident requiring evacuation of the Academy premises and/or loss of buildings

For circumstances where evacuation of buildings is required – fire or escape of noxious gasses for example – usual fire evacuation procedures should be followed.

The nearest Primary School within the local area will be the normal place of safety to evacuate to if an incident requires evacuation of the academy premises.

The nearest primary school to Buckingham Primary Academy is Mersey Primary Academy.

Where fire has rendered buildings unfit for use, accommodation for IMT, staff and pupils and for emergency First Aid treatment should be taken over as detailed above.

Where buildings are disabled for prolonged periods, the following options are available:

• Extending the working day to allow greater use of remaining buildings

• Hiring local facilities – e.g. church halls

• Hiring portable buildings for erection on the Academy grounds