

# KEELBY PRIMARY ACADEMY

## CRITICAL INCIDENT POLICY



March 2019  
Reviewed  
Sept 2023

# **KEELBY PRIMARY ACADEMY**

## **CRITICAL INCIDENT POLICY**

This policy is an important document and all staff should be aware of, and 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 or on a trip or that damage to the building occurs staff need to be aware of the contingency plan for Keelby Primary Academy.

### **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:

- Saves
- 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 environment

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) Executive Principal, (2) Head of School
Adult 2	(SAVE)	First Aiders
Adult 3	(CARE)	SENCO (SLT)
Adult 4	(ASSIST)	Senior Administrator or SLT

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 Keelby Primary Academy, in the immediate aftermath of an incident, this team would consist of all/any of the following:

1. The Executive Principal
  2. The Head of School
  3. Chair of AIC Committee
  4. AIC Committee members
  5. Emergency (LA) Planning Officer
  6. Member of the police/fire service if appropriate
- 
1. In the event that the school buildings cannot be used and evacuation is necessary staff will escort pupils to Keelby Village Hall.
  2. No adult should speak to the press/media under any circumstances – to be referred to the Enquire Learning Trust.
  3. A clear and concise record of actions taken **MUST** be kept by those involved (Sheet 4).

4. **IMPORTANT**: 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.

5. Media requests for information should be directed to the Enquire Learning Trust.

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.

1. If a fire, follow procedures to assemble on playground.
2. \*If a site evacuation is required, e.g. bomb threat, explosion; all classes should assemble on the village playing field i.e. on the old tennis courts leaving by the most appropriate route.
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.

(See Emergency and Evacuation Policy)

### **Ways of defusing an incident**

1. Re-unite parents with children as soon as possible (only with permission of named adult e.g. Executive Principal).
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.

### **Identified School First Aiders**

- A. Mrs D Harriman
- B. Mrs P Fisher
- D. Miss E Hoad
- C. Mrs B Drayton (paediatric)

N.B. It is crucial to know at all times where the children are at any given moment. This is especially important at a time of possible stress and worry.

March 2019 (Reviewed Sept 2023)

**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*

<b>INFORM</b> <ul style="list-style-type: none"> <li>• OBTAIN FACTS AND INFORMATION</li> <li>• CALL THE EMERGENCY SERVICES USING 999</li> <li>• RETAIN ANY RELEVANT EQUIPMENT</li> <li>• INFORM REST OF SCHOOL STAFF AND CHILDREN AS APPROPRIATE</li> <li>• CONTACT THE ENQUIRE LEARNING TRUST</li> <li>• CONTACT CHAIR OF GOVERNORS</li> <li>• PREPARE TO DEAL WITH THE MEDIA</li> </ul>	<b>ADULT 1 - INFORMS</b> <ul style="list-style-type: none"> <li>• ExecutivevPrincipal</li> <li>• Head of School</li> </ul>
<b>SAVE</b> <ul style="list-style-type: none"> <li>• ADMINISTER FIRST AID WHERE POSSIBLE</li> <li>• ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES</li> <li>• TRAVEL WITH CASUALTIES TO HOSPITAL</li> <li>• COMPLETE ACCIDENT FORMS</li> </ul>	<b>ADULT 2 - SAVES</b> <ul style="list-style-type: none"> <li>• First aiders</li> </ul>
<b>CARE</b> <ul style="list-style-type: none"> <li>• KEEP A RECORD OF WITNESSES</li> <li>• KEEP OTHERS INFORMED OF SITUATION</li> <li>• ARRANGE FOR NON-CASUALTIES TO EVACUATE SCHOOL</li> <li>• CARE FOR RELATIVES ARRIVING AT SCHOOL</li> <li>• CONSIDER RELOCATION TO OTHER PREMISES</li> <li>• REMAIN AVAILABLE TO EMERGENCY</li> </ul>	<b>ADULT 3 - CARES</b> <ul style="list-style-type: none"> <li>• SENCO (SLT)</li> <li>• Responsible Adult</li> </ul>
<b>ASSIST</b> <ul style="list-style-type: none"> <li>• KEEP OTHERS INFORMED OF SITUATION</li> <li>• ENSURE ALTERNATIVE ACCOMMODATION IS AVAILABLE IF NEEDED</li> <li>• KEEP ADMIN STAFF AWARE OF KNOWN FACTS</li> <li>• HELP TO ESTABLISH INCIDENT ROOM</li> </ul>	<b>ADULT 4 - ASSISTS</b> <ul style="list-style-type: none"> <li>• Senior Administrator</li> <li>• Responsible Adult (/SLT)</li> </ul>

**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*

<b>INFORM</b> <ul style="list-style-type: none"> <li>• OBTAIN FACTS AND INFORMATION</li> <li>• CALL THE EMERGENCY SERVICES USING 999 SYSTEM</li> <li>• RETAIN ANY RELEVANT EQUIPMENT</li> <li>• INFORM SENIOR SCHOOL STAFF</li> <li>• CONTACT HEALTH AND SAFETY REPRESENTATIVES</li> <li>• REQUEST ASSISTANCE ON SITE AS NECESSARY</li> <li>• PREPARE TO DEAL WITH THE MEDIA</li> </ul>	<b>ADULT 1 - INFORMS</b> <ul style="list-style-type: none"> <li>• Group Leader</li> </ul>
<b>SAVE</b> <ul style="list-style-type: none"> <li>• ADMINISTER FIRST AID WHERE POSSIBLE</li> <li>• ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES</li> <li>• TRAVEL WITH CASUALTIES TO HOSPITAL</li> <li>• COMPLETE ACCIDENT FORMS</li> </ul>	<b>ADULT 2 - SAVES</b> <ul style="list-style-type: none"> <li>• Nominated adult to be shown on risk assessment</li> </ul>
<b>CARE</b> <ul style="list-style-type: none"> <li>• CALL OTHER ASSISTANCE AS NECESSARY</li> <li>• KEEP A RECORD OF WITNESSES</li> <li>• KEEP OTHERS INFORMED OF SITUATION</li> <li>• CONSIDER ABANDONMENT OF ACTIVITY</li> <li>• ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL</li> <li>• REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING COLLEAGUES</li> </ul>	<b>ADULT 3 - CARES</b> <ul style="list-style-type: none"> <li>• Nominated adult to be shown on risk assessment</li> </ul>

**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><b>INFORM</b></p> <ul style="list-style-type: none"> <li>• OBTAIN FACTS AND INFORMATION</li> <li>• ENSURE EMERGENCY ASSISTANCE HAS BEEN CALLED</li> <li>• CONFIRM WHO IS IN CHARGE</li> <li>• CONTACT PRINCIPAL/SENIOR STAFF</li> <li>• CONTACT EMERGENCY PLANNING OFFICER</li> <li>• CONTACT CHAIR OF GOVERNORS</li> <li>• CONTACT LEA REPRESENTATIVES</li> <li>• CONTACT OTHER STAFF</li> <li>• PREPARE TO DEAL WITH THE MEDIA</li> </ul>	<p><b>ADULT 1 - INFORMS</b></p> <p><b>Executive Principal Head of School</b></p> <p><b>School Administrator may also play role in C.I.</b></p>
--	--

<p><b>CARE</b></p> <ul style="list-style-type: none"> <li>• DECIDE WHO AND HOW TO TELL PARENT OF CHILDREN ON THE VISIT</li> <li>• ESTABLISH INCIDENT ROOM</li> <li>• ESTABLISH ROOM FOR RELATIVES</li> <li>• REMAIN AVAILABLE TO SUPERVISING COLLEAGUES</li> </ul>	<p><b>ADULT 2 - CARES</b></p> <ul style="list-style-type: none"> <li>• If not used above then Head of School</li> <li>• Teacher or Class Teacher (SLT)</li> </ul>
--	---

**MAINTAIN VITAL COMMUNICATIONS WITH COLEAGUES 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.

<b>CONTACT</b>	<b>NAME</b>	<b>TELEPHONE</b>
Enquire Learning Trust	Darren Holmes	01924 792960 main office
Enquire Learning Trust	Jamie McGuire Emergency Liaison Officer	07739338518
Police	Gainsborough	999 03001110300
Fire Brigade		999
Health Centre		01469 560202
School Nurse		01522 308800
Emergency Department at the Local Hospital	Diana Princess of Wales Hospital, Grimsby	01472 874111