

SAMWORTH
CHURCH
ACADEMY



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

CRITICAL INCIDENT POLICY

Policy:	Critical Incident Policy
Reviewers:	Executive Team/Local Governing Body
Approved by:	Full Governing Body
Date:	14 th July 2020
Review cycle:	2 Years

VERSION CONTROL		
DATE	AUTHOR	CHANGES
June 2020	Lisa McVeigh	<p>General – change of reference from pupils to students.</p> <p>1.1 Change from pupils to all those on site.</p> <p>1.2 Removal of Complaints Policy, change of name to Educational Visits Policy and addition of Child Protection Policy, Fire Evacuation Plan and Risk Management Policy. Addition of 1.3 to separate sections and inclusion of DfE (2019) 'School and college security'.</p> <p>1.4 Addition of learning environment and removal of anxiety.</p> <p>2.1 Change of Outdoor Learning Policy to Educational Visits Policy.</p> <p>3.4 Removal of Office Manager's Office and updated shared drive to intranet.</p> <p>4.3, 4.4,4.5, 5.3 and 6.1 Removal of mass media and reference to training as academy now has PR support in place.</p> <p>Removal of section 8.</p> <p>9.2 annual updated to biennial.</p>

1 Introduction

- 1.1 The Academy recognises that whilst the safety of students, staff members and visitors on the premises is paramount, it is sometimes out of the control of the Academy. In an emergency, staff members will endeavour to take all reasonable actions in order to ensure the safety of all those on site.
- 1.2 This policy complements other policies, including ~~our~~:
- Health & Safety Policy;
 - First Aid Policy;
 - Child Protection and Safeguarding Policy;
 - Educational Visits;
 - Fire Evacuation Plan;
 - Risk Management Strategy;
 - Emergency Plan and
 - Emergency Closure Protocol.
- 1.3 This policy also has due regard to legislation and guidance including, but not limited to, the following;
- Workplace (Health, Safety and Welfare) Regulations 1992
 - Management of Health and Safety at Work Regulations 1999
 - Health and Safety at Work etc. Act 1974
 - Regulatory Reform (Fire Safety) Order 2005
 - DfE (2015) 'Emergency planning and response'
 - DfE (2019) 'School and college security'
- 1.4 In the event of a critical incident, we aim to maintain and restore the normal operation of the Academy with minimal disruption to the learning environment whilst ensuring the safety of everyone on site and in the local community by responding to critical incidents as quickly and efficiently as possible.
- 1.5 A critical incident is an emergency which could have a profound or lasting effect on our operation and cause widespread harm, distress or alarm to our people and requires immediate responsive action which is beyond that reasonably expected from the Academy's own management team.
- 1.6 Critical incidents include, but are not limited to, the following:
- i a major or fatal accident;
 - ii an explosion, fire or flood;
 - iii a disastrous technical failure, including total loss of digitally held data;
 - iv extensive damage to the Academy property;
 - v an epidemic;
 - vi an abduction;
 - vii an act of terrorism or extreme violence;
 - viii the death of one of our people;
 - ix an incident whilst on an educational visit;
 - x a major incident within the community around us.

- 1.7 The Academy will carry out a practice drill of the evacuation procedure at least once a term, to ensure that students and staff members fully understand what is involved in the procedure, and that it is implemented effectively.
- 1.8 In the event of an evacuation, occupants will be alerted by the continuous sounding of the bell system.
- 1.9 In the event that first aid or medical treatment is necessary, the procedures outlined in the Academy's First Aid Policy will be followed.
- 1.10 Staff members are aware of any Personal Emergency Evacuation Plans in place.

2 Emergencies during educational visits

- 2.1 All staff members will act in accordance with the Academy's Educational Visits Policy, following the outlined procedures in the event of an emergency.
- 2.2 Critical incidents that occur on educational visits will be managed in the same way as those that occur on the Academy premises.
- 2.3 The visit leader is responsible for maintaining written records of any critical incidents that occur whilst on a trip, as well as the action which was taken and by whom.
- 2.4 The trip leader is responsible for reporting the critical incident to the Principal immediately.
- 2.5 Any critical incident that occurs on a visit will be communicated to all staff members, ensuring that they are aware of any students who may suffer from shock.

3 Receiving the Alert

- 3.1 The member of staff receiving the alert should obtain as much information about the nature and likely cause of the incident as possible in the first instance, including:
 - i what has happened;
 - ii whether the emergency services have been informed and are attending;
 - iii the precise location, and any access problems if not on site;
 - iv details of any casualties;
 - v details of any actions taken so far;
 - vi name (and contact details if not on site) of responsible person at the scene;
 - vii assessment of what assistance is required.
- 3.2 They should notify the emergency services if necessary.
- 3.3 Inform a member of the Executive Group immediately afterwards.
- 3.4 Refer to the Academy Emergency Plan document which can be found in the following areas;
 - Reception;

- Principal's Office;
- Site Manager's Office and
- electronically on the staff intranet.

4 Managing the Response

- 4.1 The member of the Executive Group should decide on the level of response needed, after consulting with the Principal and/or others if there is sufficient time for such consultation and with reference to the Academy's Emergency Plan. The level of response will depend on assessing whether the Academy can cope with the incident alone or should involve other agencies to secure the safest and most effective response.
- 4.2 In deciding on the level of response, the Executive Group will consider whether to provide:
- total or partial evacuation of the site either to staff and students' homes or to an alternative safe location, by implementing the evacuation procedure;
 - safe shelter within the site if it is unsafe to evacuate the building;
 - safe shelter within the Academy for those evacuating from or affected by an emergency in the vicinity of the Academy.
- 4.3 The response will involve deciding which members of staff need to be alerted to and involved in the response and cascading our contacts. All members of the Executive Group have access to up-to-date copies of the Emergency Contacts Tree (included in the Emergency Plan) to facilitate speedy communication of duties and information about the incident. Each person given particular duties should record them if possible and repeat back the details of their duties to the person issuing them.
- 4.4 Responsibilities that must be clearly assigned include:
- staff and student safety;
 - site security and management;
 - maintenance and restoration of normal operations;
 - collaborative communication (with e.g. police, fire, Department for Education);
 - communication with students, parents and community;
 - communication with involved external agencies.
- 4.5 If there is sufficient time, an emergency plan should be drawn up identifying how the critical incident will be managed. The plan should identify locations for:
- deploying of members of the Executive Group and other staff;
 - providing information to students;
 - receiving and informing parents;
 - communicating with the PR contact;
 - a safe, quiet area for students and adults;
 - a safe relocation site if necessary.

5 Communications

- 5.1 Reception staff should ensure that at least one telephone line is kept free for outgoing calls by the Executive Group.

- 5.2 All staff should record their contacts, decisions and actions either at the time or as soon as possible afterwards.
- 5.3 As soon as practical, arrangements should be made to inform, and to keep informed:
- i the Chair or Vice-Chair of Governors;
 - ii all staff;
 - iii the attached officer of the Department for Education;
 - iv parents of students affected;
 - v all students on site;
 - vi the media via PR contact.

6 Subsequent Planning

- 6.1 Once the immediate emergency is under control, a longer term plan should be drawn up to deal with the aftermath, including:
- i possible ongoing or subsequent disruption to the normal operation of the Academy;
 - ii possible staff tiredness or exhaustion;
 - iii possible shock, distress and psychological disturbance of staff and students;
 - iv possible demands from the media;
 - v possible impact on the Academy's image and public relations.

7 Debriefing

- 7.1 Once the emergency is over, all staff should be debriefed. Care should be taken to ensure they are fully informed of the causes, nature and impact of the incident.
- 7.2 Key members of staff involved in responding to the incident should be individually debriefed, to collect information that can be analysed to provide lessons for future prevention or management of such incidents.
- 7.3 A report should be prepared for the Governing Body, including details of any lessons learned.

8 Monitoring, Evaluation and Review

- 8.1 The policy will be promoted and published throughout the Academy.
- 8.2 The Governing Body will review it on a biennial basis and assess its implementation and effectiveness.