



Wessex Schools Training Partnership

# SCITT Critical Incident 2021/22

**Policy Aim: To have a prearranged Committee and procedures in place in order to be able to manage the effects of a traumatic event or emergency.**

Poole High School is the lead school within the Wessex Schools Training Partnership of schools. This policy will be implemented in the event of a critical incident only at the PHS premises.

Each Wessex Schools Training Partnership partner school will have their own Critical Incident Management Policy which will be implemented in the event of a critical incident on their premises.

The Wessex Schools Training Partnership consists of the following network of schools:

- Poole High School
- Poole Grammar School
- Parkstone Grammar School
- Conerstone Academy
- St Edward's School
- Glenmoor & Winton Academies
- Lytchett Minster School
- Dorset Studio School
- Blandford School
- Queens Elizabeth School

- The Bourne Academy

In the event of an emergency at PHS, the CIMT team will assemble to assess the effect of the critical event on activities, and will implement the responses set out in this policy. The decision to assemble the team will be taken by the Headteacher, or in her absence by the Chair of Governors. In need the Committee may request assistance from Christchurch, Bournemouth and Poole Council's Emergency Planning Officer.

Following an emergency or critical incident the CIMT should: -

- Meet at the earliest opportunity to plan and agree a suitable response to the critical incident.
- Agree a schedule of progress meetings to manage the situation.
- Decide how and when the school can function safely, in need after the implementation of special or temporary measures.
- Liaise with: - council representatives, insurers, students, staff and parents.
- Appoint a suitable press spokesperson.
- Appoint contractors and / or individuals to undertake remedial procedures.
- Liaise with the Emergency Planning Officer and /or insurers to arrange for temporary office and or school accommodation.
- Establish a suitable office base for key personnel with computer and telephone access from which CIMT can oversee remedial progress.
- Record details of the event in writing.
- Monitor remedial progress.
- Review the incident to learn lessons and to prevent a reoccurrence.

### **Emergencies**

In a situation involving the attendance of Emergency Services, the service's Senior Operations Officer will assume control of the immediate incident circumstances and determine the course of any actions to be taken. At all other times the Headteacher or next most senior member of staff will direct on-site activities.

### **Responsibilities**

Emergency procedures must be explained to trainees during their induction. Other critical incident training will be provided to key individuals as appropriate.

The Wessex Schools Training Partnership has an established Health & Safety Policy which covers Fire Evacuation and Lockdown procedures.

### **Evacuation from the PHS school site**

If evacuation of the whole school site becomes necessary, the trainees who were based at PHS would be asked to stay at home until alternative arrangements have been made.

The office would relocate to a partner school or alternative site.

If needed an ICT technician will be appointed to retrieve vital computer data and/or to reinstall data from back-ups.

Alternative arrangements would be made for the professional theme seminars to either relocate to a different site or be provided on line or via some kind of on line platform.

### **Contact with the Media**

CIMT members will decide on the appointment of a suitable spokesperson. If circumstances lead to media involvement, the Headteacher or SCITT Director will be responsible for issuing any statement.

The Wessex Schools Training Partnership Trainees, Staff and Governors must not comment but refer the press to the appointed person or Headteacher. The Committee will decide whether to display information about the event on the website.

### **National Emergencies**

In the case of a national emergency (such as the Covid-19 crisis of 2020) which requires the closure of all schools, the decisions will have to be taken in line with government guidelines.

The PHS Headteacher or SCITT Director will communicate clearly with all the trainees and will outline next steps and clear guidelines.

The trainees' health and safety is paramount. The Office Manager will ensure that all contact details and next of kin details are up to date and the SCITT is aware of the trainees' whereabouts at all times.

Alternative arrangements would be made for the professional theme seminars to either relocate to a different site or be provided on line or via some kind of on line platform.

The SCITT would review the situation continuously and communicate any changes to the trainees as soon as it is appropriate to do so.

