



# KEW WOODS PRIMARY SCHOOL

## CRITICAL INCIDENT POLICY

### OVERVIEW

A critical incident is an unexpected emergency that affects pupils, staff or the premises. This policy sets out how we plan to respond to such a happening. We will seek to keep all safe and free from danger and by working together calmly and professionally. Whilst dealing with a critical incident we will try to work normally with minimum disruption of the school. The headteacher and senior leadership team will manage the school's response in proportion to the magnitude of the incident. The governors will be kept fully informed as soon as it is appropriate to contact them.

### OBJECTIVES

1. To have an 'incident contingency plan' that has been shared with the staff so that all are clear about roles and responsibilities should an incident occurs.
2. To alert the headteacher and leadership team quickly of the nature of the incident and the exact location so that they can decide the level of response needed.
3. To deal with the incident effectively and efficiently putting the health, safety and well-being of pupils and staff to the fore.
4. To remove all pupils and staff away from harm as quickly and smoothly as possible.
5. To alert emergency services if they are needed.
6. To provide first aid and appropriate care and protection until help arrives and the incident is resolved.
7. To provide staff training to rehearse different kinds of critical incident so that they know their roles what to do in the event.
8. To have hard copies of contact lists for staff, pupils, parents, LA and emergency services.

### STRATEGY

1. The headteacher and Leadership team will take charge of the situation as soon as they have been alerted of the incident. They must be told the location, the nature of the incident, what assistance is required, any casualties, and if it has occurred off site, the name of the contact person and a contact number.
2. Any appropriate emergency services must be contacted at the earliest possible moment, told the location, the nature of the incident, what assistance is required, any casualties, and the name of a contact person. This must be done by the most senior person present.
3. Staff and pupils at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm and if necessary moved to identified assembly points or alternative places of safety. The fire alarms will be activated if appropriate, as a means of evacuating the school in a critical incident or emergency.
4. If a dangerous intruder has been found on the premises teachers should stay with their classes in their teaching areas with the doors secured until they are told that it is safe to evacuate. If the threat is immediate and imminent and children's lives are in danger, in the absence of other help, the teacher must decide the safest possible emergency evacuation route and act accordingly to get the children to safety.
5. Teachers and support staff must use registers or counts to ensure that all children are accounted for and must care for them in a safe place until help arrives and the incident has been resolved.
6. Hard copies of contact lists for staff, parents, LA and emergency services will be kept up to date, and kept in the school office near a telephone. Where groups of learners are off site on visits and activities outside of school hours, the head will have contact lists at home. Back-up contact lists will be held in secure places on site by members of the SLT
7. Where parents need to be notified, appropriate staff members will be delegated responsibility to use a contact 'cascade' strategy efficiently and quickly.
8. The Local Authority will be contacted and appropriate support requested as needed.
9. In emergency at least one telephone will be kept free for incoming calls.
10. At an appropriate time after the incident, members of staff involved will be given time to write a report containing a log of the times, contacts, decisions and actions that were taken to deal with the incident.
11. A fire drill and emergency evacuation will be held each term to ensure that the all know how to evacuate the school and where to assemble in emergency

**OUTCOMES**

This policy with its supporting 'critical incident plan' should help the headteacher and staff deal with any unexpected emergency. The associated planning and training will put the school in a strong position to deal with incidents efficiently and effectively by putting the care of learners and staff to the fore.