

The Bicester School

CRITICAL INCIDENT/EMERGENCY PLAN POLICY

Introduction

Critical incidents may happen from time to time in the life of a school, especially a large school in which many students are on roll. It is important that some thought is given to coping with such incidents in order to manage them effectively and with sensitivity. Experience has shown that the incidents most likely to occur are:

- Sudden death of people who have been part of the child's daily routine including family members, school staff and other children, who may be close friends or other members of the school
- Accidents, which may not involve death but are of such a degree of seriousness that they are felt as shocking and prevent children from being able to follow normal daily routines
- Fire, whether it occurs in school or elsewhere, which is possibly threatening or which leads to the disruption of school life and sometimes the loss of personal possessions
- Crime, which might be vandalism or theft, on a large scale.
- Illness, especially where a number of children or members of staff are involved in the same school

Headteacher

- The Headteacher and the staff of the school will lead in dealing with critical incidents
- In times of crisis familiar faces are of more direct help than those of strangers and peer support is particularly important
- The climate of support and trust among staff will strengthen the School's response at a time of crisis
- It is important that accurate information is given to those who are involved in responding to incidents or to parents who are involved.
- Involvement of support agencies will be at the request and agreement of the Headteacher.
- The Chair of Governors and the LA Officer with specific responsibility for the school will be kept informed.
- Other departments of the LA will be informed and support requested as appropriate.
- Confidentiality should be observed and all statements made to others who are not directly involved should be through agreed channels and in a form approved by the Headteacher.
- No comments should be given to the press except those which the Headteacher has authorised.
- Counselling after the incident/event will be offered with care. Research does not appear to support the efficacy of counselling after trauma, especially when this is given formally by someone not known to the person being counselled. However, there may be specific individuals who will benefit from counselling from someone normally associated with the School.

|
Head Teacher

Date:Jul 2017..... Review Date agreed as:Jul 2018.....
Reviewed

Notice of the Incident

Those staff taking the first message should do the following, using the checklist and proforma provided:

1. Note the time and date
2. Find out the nature of the incident and what has happened so far
3. Record contact details of the Headteacher and other responsible staff
4. Find out the names of the children and staff, who are most directly involved
5. Contact the third tier manager
6. Contact the named staff, who may be needed in the school

Call to the Emergency Services

Emergency Services (Fire Police Ambulance) 999 (24 hours)

County Council Emergency Contact No: 01865 378789 (24 hours) ask for the County Contact Officer, who can then alert the Learning and Culture Directorate.

Staff should ask for the ambulance service if there are casualties. If more than one service is needed the control officer can pass on messages to other services.

The control officer will need the following information:

- The School telephone number –or the number being used at the time
- The exact location of the incident e.g. the road name and any important details about approaching and accessing the school site
- The type and seriousness of the incident i.e major fire
- Details of any hazards e.g. gas leak or fire

In School Hours

Reception will keep a up-to-date Contact List as well as the one kept in the Headteacher's office.

Senior staff, including the Facilities Manager have copies of the Emergency Plan

Staff will know of the Plan and its principles.

Out of School Hours

The Headteacher keeps at home

- a copy of all staff telephone numbers,
- a contact list for children and their parents and
- a copy of the emergency plan.

When visits/residential are starting or returning out of hours, staff are given the Headteacher's telephone number.

The Headteacher will keep a passport up-to-date in order to be able to travel abroad quickly should this be necessary.

I
Head Teacher

Date:Jul 2017..... Review Date agreed as:Jul 2018.....
Reviewed

Emergencies in which advice is to keep students in buildings

Exceptionally there could be an emergency – e.g. toxic fumes escaping, or a dangerous intruder in the grounds – in which advice would need to be circulated quickly and staff and students requested not to move.

In this situation, Reception would be informed, and all block would be telephoned with instructions to close all windows/lock all doors etc. Site team on duty to be informed immediately. Responsibilities for taking calls and locking:

Admin Block: Headteacher, Head of Administration, Headteacher's PA

New Building: PA to Headteacher, Head of Learning Support

Lower School Hall area: Kitchen, Head of Performing Arts, First Aider, Head of Music

Math's: Head of Math's, Head of Art

Science Block: Science Technicians, Head of Science

Upper School: Super Study: Sixth Form, library, Head of D and T

Achievement Centre: Head of Achievement Centre

Personalised Learning: pz1/2

The Media

- The Headteacher will draft any press releases- and where appropriate will agree these with the LA.
- Police may also be involved with the media and the Headteacher will liaise with the local police press office as appropriate.
- If the incident is likely to require attention over a number of days or weeks, the Headteacher may appoint another senior member of staff to deal with the Media, but everything will be agreed before going to the Media.
- All other staff will be informed not to give interviews or comment on any written or printed material and that they should direct any media requests to the Headteacher.
- It may be necessary to use a different telephone number for the media, to keep lines clear for parents
- Local radio may be useful if giving information to the community – it will, in such circumstances be useful to keep them informed. This will particularly be the case if there is a possibility of the School closing.

At/during the event

- It may be necessary to set up a media point in an area outside the immediate incident.
- An incident log will be kept – of telephone calls, contacts, dates and times etc
- Two members of the senior staff will be designated to control access to the site to allow rescue services and investigators to carry out their work unhindered –police may help with this
- It will be important that someone is designated to deal immediately with the media – again the police may do this initially. However failure to arrange this will prompt media representatives to approach anybody available, which could lead to inaccurate and harmful reporting.
- It may be possible, if the incident is very serious to access assistance from the Government News Network - they can supply experienced press-officers at any time (at no cost for the first 24 hours) who will arrive with their own communications facilities and technical-support equipment.
- The College will also arrange separate facilities for parents whose students might be directly involved in an incident. It will be important that these parents are kept as fully informed as possible.
- If students are taken to hospital, a member of the senior staff will also attend the hospital to support families.

I
Head Teacher

Date:Jul 2017..... Review Date agreed as:Jul 2018.....
Reviewed

After the event

- The staff will want to give students, whether a class, a year group or the whole school, time to talk with each other. Tutors should allow this to happen and the College will brief staff on what is appropriate.
- It may be that a celebration of life, or some kind of ceremony will be appropriate for the College to organize. Staff may also have to make arrangements for students to attend a funeral.
- Emotional impact on children is not always immediately obvious to parents or teachers. At times children find it difficult to admit their distress to adults, often because they know it will upset them. However sometimes distress exists for some time, and may well affect students' work.
- Teachers should note any changes in behaviour and inform Year Leaders and the Headteacher.

Communication

- In such circumstances it is important to issue a statement as soon as is practicable. The relaying of accurate information to staff, students and parents is important and will normally result in maximum support and assistance. It will also ensure that the College does not add unnecessarily to the distress.
- The families of students caught up in an incident need full and accurate information as quickly as possible.
- Formal debriefing meetings for both students and staff will need proper debriefing sessions afterwards and they should be thanked for what they have been able to do, if appropriate. They must also be reassured as far as possible.

Evacuation

In a County emergency, the School might be used as an evacuation centre and students might then be required to be sent home.

The College might need to evacuate the premises altogether

This might mean moving all students and staff to the far side of the Annexe Field (with access by road to Hudson Street) or to the Sports Centre.

Administrative staff would remove the Contact List from Reception, as well as Registers, in order that parents could be contacted quickly and systematically. Registers will also hold contact nos.

It is possible to evaluate buildings separately and fire/emergency alarms are zoned.

Students would need to be registered once an evacuation was complete as for a fire practice.

County Council Emergency Contact Number 01865 379789 (24 hours): ask for the County Contact Officer, who can then alert the Directorate.

Contact List can be located in the PA to Headteacher's office.

I
Head Teacher

Date:Jul 2017..... Review Date agreed as:Jul 2018.....
Reviewed