

THE BICESTER SCHOOL



CRITICAL INCIDENT EMERGENCY PLAN

Reviewed by the Site Manager August 2018

Approved by Governing Body:

Date for Review: August 2019

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:

- 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 CEO of Activate Learning Education Trust will be kept informed
- 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 benefit from counselling from someone normally associated with the school.

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 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: 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 an up to date Contacts list. Senior staff, including the Site Manager have copies of the Emergency Plan. Staff will know of the plan and its principles.

Out of School Hours

- At the request of senior staff, contact will be made with staff and parents via swarm texts from the Management Information System. The Systems Manager, ICT Technician or Reception staff will send messages remotely.
- The headteacher has contact details for Senior Staff, Site Team and IT.
- When visits/residentials are starting or returning out of hours, staff are given the contact details for a member of the Senior Leadership Team.
- The Headteacher will keep a passport up-to-date in order to be able to travel abroad quickly should this be necessary.

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 blocks would be telephoned with instructions to close all windows/lock all doors etc. Site team on duty would be informed immediately via radio. (The Senior Leadership Team all carry radios too). Responsibility for taking calls and locking:

Admin Block: Headteacher, Head of Administration, PA to Headteacher

New Building: Head of Department English, History, Geography, MFL

Lower School Hall Area: Kitchen, Head of Creative Arts, First Aider, Head of Music

Science Block: Science Technicians, Head of Science

Upper School: Head of Sixth Form, Child Protection & Safeguarding Lead, Assistant SENCOs

The Media

- The Headteacher will draft any press releases – and will agree these with the Trust
- 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 out 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 School 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

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 School to organise. 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 will 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.

Communication

In a County emergency, the School might be used as an evacuation centre and students might then be required to be sent home. The School might need to evacuate the premises altogether. This might mean moving all students and staff to the far side of the School Field (with access by road to Hudson Street) or to the Sports Centre.

Administrative staff would remove the emergency contact list from Reception as well as registers in order that parents could be contacted quickly and systematically. It is possible to evacuate 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