

## KINGSDOWN SECONDARY SCHOOL

### CRITICAL INCIDENT POLICY

Kingsdown Secondary School aims to protect the well being of its pupils by providing a safe and nurturing environment at all times. The school has taken a number of measures to create a coping, supportive and a caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day and in the event of a critical incident.

Such policies include

- Health and Safety Policy
- Anti-Bullying Policy
- Behaviour Management and Positive Handling Policies
- Pastoral Care Policy
- PSHE & Tutorial Programmes

#### **Definition of Critical Incident:**

Kingsdown Secondary School recognises a critical incident to be *“an incident or sequence of events that overwhelms the normal coping mechanisms of the school, and disrupts the normal running of the school”*.

Critical incidents may involve students, staff, the school and the community.

#### **Examples of a critical incident might be:**

- The death of a member of the school community, through sudden death, accident, suicide or terminal illness.
- A serious accident or tragedy in the school community
- Serious damage to the school through fire, flooding, vandalism etc
- The disappearance of a member of the school community
- A physical attack on a staff member or student
- Intrusion into school
- Building collapse

#### **Aim of Plan:**

The aim of the Critical Incident Plan is that in the event of such an incident as outlined above, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the affects of the incident on the staff and students.

## **Scope of the Plan**

### **In School**

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A student or teacher being taken hostage
- The destruction or serious vandalism of part of the school
- Public Health threats (e.g. meningitis)
- Adverse weather conditions (e.g. snow)
- The sudden death/serious injury of a member of staff or pupil through natural causes.
- Collapse of school building.

### **Outside School**

- The death/serious injury of a student or member of staff through natural causes or accidents
- A transport-related accident involving students and/or members of staff
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

### **Critical Incident Management Team**

Kingsdown Secondary School **Critical Incident Management Team** will consist of the following personnel.

- Principal
- Head of School
- Site Manager
- Head of Welfare

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary.

The Principal will act as Team Leader or in his absence the Head of School.

The School will follow procedures recommended below:

**In the event of a School related emergency the proposed arrangement is outlined here:**

### **INCIDENT OCCURS**

The Principal is notified

The Principal instructs Administrator/Secretary to ring or contact:

- Emergency Services **999** if appropriate
- Critical Incident Management Team

- The Chair of Governors
- Briefs and advises the staff/pupils on site
- Bus travel companies or cabs if appropriate

The Principal/Head of School will make immediate decisions to protect the safety of pupils and staff whilst awaiting outside advice. This may include 'locking the school down', removing pupils/staff to a 'safe area', evacuating the building etc.

### **Out of School Opening Hours**

A Site Team member or member of staff witnessing or first discovering the incident will be responsible for initiating the immediate response to the emergency situation.

He/she will:

- Call the emergency services **999**
- Evacuate the premises immediately if necessary
- Inform the Principal and head of School

### **Off Site Incident**

- Group Leaders will take a copy of the procedures with them on any off-site activity
- Group Leaders will:
  - Account for all party members
  - Delegate a member of staff to take care of uninjured members of the party
  - Call the School
  - Keep a log of actions taken and conversations held

### **Communications During an Emergency Situation**

- The Principal will be in communication with emergency services via mobile
- The School main contact line (switchboard) to be used for incoming calls only
- Mobiles will be used for outgoing calls
- Staff dealing with incoming calls will receive written briefings
- All calls will be logged

The Principal only will handle media enquiries.

### **Shelter/Lockdown Procedures**

Shelter in School buildings may be appropriate if there is a toxic release or the threat from an intruder on the school grounds or within the vicinity of the School.

The Procedures will be as follows:

- Signal for commencing lockdown procedures will be given
- Principal will call Emergency Services **999**
- Staff will move students into classrooms or safe areas
- Doors and windows will be locked
- Students will be seated away from doors and windows
- Signal for an 'all clear' will be given
- In event of a toxic release, any extractor fans will be switched off

If some students are outside they will be told to disperse if this ensures their safety

### **Evacuation**

In event of the need to evacuate the building, The School's Fire Drill procedures will be followed. Pupils and staff will be transported to MRCS Buildings at 61 Lodge Road Croydon Surrey CR0 2PH.

### **School Closure**

The decision to close the School will only be made in exceptional circumstances by the Principal

Due to the timing of the School day, the decision to close the School due to say severe weather conditions will need to be made the previous day or by 6.30am on the day

This will be communicated via the School's website - [www.kingsdownsse.com](http://www.kingsdownsse.com) and by the school telephone tree.

### **Training and Exercising**

Training and Exercising will be undertaken

### **Important Areas in an Emergency Situation**

(situation when evacuation is not needed)

- Control Point – Head teacher's office
- Other agencies – conference room
- Parents – Dining Room
- Media Briefing Point –Principal's Office
- Staff Welfare Facilities - Staffroom

## KEY ROLES ASSIGNED BY TEAM LEADER

Role	Name	Responsibilities
Incident Manager (Team Leader)	Principal	<ul style="list-style-type: none"> <li>Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, LA, School Governors as appropriate. Monitor the emergency response. Provide regular staff/team briefings. Authorise any additional expenditure</li> </ul>
Deputy Incident Manager	Head of School	<ul style="list-style-type: none"> <li>Assists Incident Manager. Co-ordinates and manages staff in the Incident Response Team. Monitors staff welfare and organises staff roster</li> </ul>
Parent Liaison Officer(s)	Head of Welfare	<ul style="list-style-type: none"> <li>Advises parents and provides information. Provides point of contact. Arranges on site co-ordination of visiting parents. Maintains regular contact with parents where appropriate</li> </ul>
Administrators	Reception Staff/ Designated Staff	<ul style="list-style-type: none"> <li>Man telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Provide admin support to the Incident Manager and Deputy Incident Manager. Maintain a master log of key events and decisions, including expenses incurred</li> </ul>
Communications Officer/Media Spokesperson	Principal	<ul style="list-style-type: none"> <li>Acts as point of contact for media enquiries. Works with the CIMT to prepare media statements/interviews</li> <li>Assist with internal communications</li> </ul>
Teachers		<ul style="list-style-type: none"> <li>Maintain supervision. Ensure the safety and security of students. Provide information and offer reassurance.</li> </ul>

Monitor pupils physical and psychological welfare.

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|-----------------|--------------|--|
| Site Leader     | Site Manager | <ul style="list-style-type: none"><li>• Ensure site security at all times. Provide information about site facilities/layout as necessary. Assist with access/egress to the school.</li></ul>   |
| Liaison Officer | Principal    | <ul style="list-style-type: none"><li>• To represent the school at the County Council's Emergency Operations Centre (if appropriate)</li><li>• Communicate with colleagues at the school on a regular basis and receive updates/progress reports</li><li>• Relay information to and from the School to parents/carers.</li></ul> |

### **Confidentiality:**

The school is conscious of its responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of any public statements

### **Emergency Contact details**

The CIMT will ensure that they have copies of all pupil and staff contact details and emergency contacts available at home and in school.

The school will ensure Contact details for pupils are updated annually and will encourage parents/carers to inform school of changes. It is the responsibility of all staff to ensure the office is alerted to any changes in contact details.

Reviewed Jan 2014

Reviewed Jan 16

Next Review : Jan 19

Telephone tree to be updated annually.