HARRIS MIDDLE SCHOOL

Critical Incident Policy

AUTUMN 2009

CHAIR OF GOVERNORS: _____

MINUTED: _____

DATE OF REVIEW: **AUTUMN TERM 2010**

Harris Middle School - Critical Incident Policy

Principles

Dealing with crisis is a normal part of school life. However, sometimes incidents may occur which are of such a serious and overwhelming nature that staff, pupils and parents may experience acute and even prolonged distress. The incident may also be of such a nature that the reputation of the school is put at risk.

We believe that schools cope best in such circumstances when there is a prepared structure, with listed procedures, for managing a response. Each critical incident is unique and we cannot plan for every eventuality but the strategies contained in this policy provide a framework that will help.

Planning Ahead

Role of the LEA

The LEA has prepared a response framework to help in dealing with a grave emergency. Detailed guidance has been developed for the use of LEA officers.

Area Education Manager

It is the responsibility of the Headteacher (Deputy in her absence) to determine whether the Area Education Manager needs to be contacted. If in doubt, it is best to contact the Area Manager for advice, particularly if the media are likely to be involved. The Area Manager must be informed in all cases where there is a fatality.

If required, the Area Manager will set up an incident team to assist with decision-making and the provision of information.

- A Critical Incident Team has been identified with key roles and outline tasks.
- Prevention is important and the following are reviewed on a regular basis:

  (i) Health and Safety Policy
  (ii) Site and Security (Termly)
  (iii) School Visits Policy (*to be updated)*
  (iv) Accurate pupil information

- A contingency plan has been prepared.

Contingency Plan

- Potential crisis incidents have been identified (Appendix 6) and outline plans prepared.

1. Immediate Action

Use Appendix 3.

Obtain and collate accurate information

Headteacher (Deputy in her absence, then Assistant Headteacher).

Inform the LEA and Chair of Governors

Headteacher (Deputy in her absence, then Assistant Headteacher).

Follow the existing contingency plan

Headteacher (Deputy in her absence, then Assistant Headteacher).

Call together the Critical Incidents Management Team (CIMT)
Establish a communications room and dedicated telphone

In school – Main office

Start incident log and record keeping procedures

Headteacher (Deputy in her absence, then Assistant Headteacher).

Contacting families

Headteacher/Deputy/Assistant Headteacher/Administration staff (depending on circumstances).

Briefing staff

Headteacher (Deputy in her absence, then Assistant Headteacher).

Informing pupils

Headteacher (Deputy in her absence, then Assistant Headteacher).

Dealing with the media

LEA/Assistant Headteacher

Arranging support for staff

Headteacher (Deputy in her absence, then Assistant Headteacher).

Inform associated schools

Reception secretary or delegated administration staff

2. Short term

- Keep to normal routine
- Debriefing meeting for staff and pupils involved
- Develop a support plan
- Release a more detailed press statement (with guidance from the LEA)

3. Medium Term (days or weeks)

- Continue to provide updates for staff, parents, pupils and media, as necessary.
- Monitor effects on pupils and adults.
- Prepare for involvement in funeral services or other related events.
- Prepare strategies for re-entry into school.

4. Longer Term

- Be aware of people's state of mind
- Effects of legal procedures
- Prepare for anniversaries
- Provide support as facts emerge and change
- Review procedures

Further information

Managing Critical Incidents in School, Suffolk, October 2001

For Emergency Recovery Plan please refer to the Network, Internet and Email Acceptable Use Policy

Appendices

Appendix 1 Harris Middle School CIMT (restricted access)
Appendix 2 Potential critical incidents
Appendix 3 Action checklist
Appendix 4 Record keeping during incidents:
- Incident log
- Telephone log
- Information given
- Incident file

Appendix 5 re-entry following a crisis

Appendix 1

Harris Middle School Critical Incident Management Team

Role	Name
Headteacher	Mrs Jackie Bowmaker
Deputy Headteacher	Mr Steve Whiteside
Assistant Headteacher	Mr Andy Field
Bursar	Mrs Linda Jeal
Caretaker	Mr Kevin Ayers
Chair of Governors	Mr Jack Overy

Useful Contacts

Contact	Name	Telephone No.
Area Education Manager	Mrs Sue Boardman	01502 405000
Link Adviser	Mr Richard Nichols	01502 405241
Local Police		01986 835300
Social Services		01502 405415
Fire Service		999
Hospital	James Paget	01493 452452
School Nurse		01502 587311
Press (Journal)		01502 565141
Local Religious Groups - 1	St Margaret’s Church	01502 561973
Local Religious Groups - 2		

Appendix 2

Potential Critical Incidents

Fire/flood/bomb threat/other outside emergency

In school time

- Evacuate the building using the fire drill.
- Bursar (general admin. Assistant in her absence) to ring Fire Brigade.
- Use immediate action procedures if necessary.

Out of school time

- Use immediate action procedures

Chemical/biological attack/plane crash/other outside emergency

In school time

- Evacuate the building.
- Await external instructions
- Immediate action procedures

Out of school time

- Await County instructions.

Death/serious accident of a pupil/member of staff on site

- Immediate First Aid
- Clear area
- Ambulance/doctor sent for/attends.
- Immediate action procedures.

Contact details for all pupils are kept in Reception office.
Bursar has contact details for all staff.

Accident on a visit

- School/Headteacher informed.
- Immediate action procedures.

SHORT TERM (within hours or days)

- Hold to normal routine if possible
- Arrange a debriefing for staff and pupils involved in the incident
- Develop a plan for handling feelings and reactions of people
- Release a more detailed press statement

MEDIUM TERM (within days or weeks)

- Continue to provide updates on facts
- Monitor the effects on pupils and adults and organize support for those needing it.
- Prepare for involvement in ‘events, such as funerals.
- Prepare strategies for re-entry into school.

LONGER TERM

- Continue to be aware of people’s state of mind.
- Prepare for anniversaries.
- Be aware of the effects of legal procedures
- Provide support as the facts emerge and change.