Making the most of everyone.

Critical Incident Policy

Policy Adopted 17th July 2020
Policy Valid October until 2022

Signed: **(Chair of Governors)**

Critical Incident Policy

We believe it is essential to have in place set procedures to deal with any incident occurring within or outside the school boundary that poses a risk or potential risk to the well being of the school community.

Incidents may include:

- abduction of a pupil
- asbestos disturbance
- bomb alert or explosion
- break-in
- chemical or biological contamination
- fire
- flu pandemic
- illness or epidemic affecting staff or pupils
- loss of access or accommodation
- missing person
- power failure
- serious injury
- severe weather
- vandalism
- violent intrusion

Aims

- To have in place set procedures to deal with incidents which threaten the health and safety of our pupils and school personnel.

Procedure

Critical Incident Management Team	• The critical incident management team will take the lead in an emergency and take the appropriate course of action.
Key Responsibilities	• Each member will be allocated key tasks.
Records	• Detailed records will be made of the incident which will be essential in any post-incident inquiry.
Informing	• The Emergency Services, LA and the Chair of Governors will be informed immediately.
Liaison	• Constant liaising with the Emergency Services, LA and other agencies is vital.

Communicating	• Good lines of communication with parents, staff and pupils are essential.
Simulation Exercises	• Simulation exercises should be undertaken in order to test the effectiveness of the set procedures.
After Care	• Support from the LA and other agencies will be offered to individuals affected by stress or emotional trauma.
Normal Routines	• After an appropriate period normal routines should be established.
Post-Incident Review	• A review of the effectiveness of the response to the incident is vital in order to re-assess procedures and make appropriate improvements.

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.