



Making the most of everyone.

# Critical Incident Policy

Policy Adopted 17<sup>th</sup> July 2020  
Policy Reviewed January 26<sup>th</sup> 2023  
Policy Valid until January 2025

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**

<b>Critical Incident Management Team</b>	<ul style="list-style-type: none"><li>• The critical incident management team will take the lead in an emergency and take the appropriate course of action.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Each member will be allocated key tasks.</li></ul>
<b>Records</b>	<ul style="list-style-type: none"><li>• Detailed records will be made of the incident which will be essential in any post-incident inquiry.</li></ul>
<b>Informing</b>	<ul style="list-style-type: none"><li>• The Emergency Services, LA and the Chair of Governors will be informed immediately.</li></ul>
<b>Liaison</b>	<ul style="list-style-type: none"><li>• Constant liaising with the Emergency Services, LA and other agencies is vital.</li></ul>

<b>Communicating</b>	<ul style="list-style-type: none"> <li>• Good lines of communication with parents, staff and pupils are essential.</li> </ul>
<b>Simulation Exercises</b>	<ul style="list-style-type: none"> <li>• Simulation exercises should be undertaken in order to test the effectiveness of the set procedures.</li> </ul>
<b>After Care</b>	<ul style="list-style-type: none"> <li>• Support from the LA and other agencies will be offered to individuals affected by stress or emotional trauma.</li> </ul>
<b>Normal Routines</b>	<ul style="list-style-type: none"> <li>• After an appropriate period normal routines should be established.</li> </ul>
<b>Post-Incident Review</b>	<ul style="list-style-type: none"> <li>• A review of the effectiveness of the response to the incident is vital in order to re-assess procedures and make appropriate improvements.</li> </ul>

### **Effectiveness**

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