



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

VISION

Believe to Achieve!

To provide a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised.

Critical Incident Policy

Definition

A critical incident is defined as an event likely to affect the fundamental aims or day-to-day running of a school and may include the following:

- death of a pupil
- death of a member of staff
- serious accident or injury to a pupil or member of staff
- serious damage to property or premises
- outbreak of serious illness eg meningitis

Aims

The aims of this policy are to minimise the threat to safety and wellbeing of staff or pupils of a critical incident, minimise potential damage to infrastructure and to inform appropriate parties if the incident and its consequences. For more information, see Appendices 1 to 6.

Critical Incident Response Team

The Critical Incident Response Team is responsible for sharing information and planning the next stage of the response.

The team will comprise of 'Critical Incident Coordinators':

- Headteacher/ Assistant Headteachers to inform Governors, LA, pupils, staff, parents and community
- Liaise with Psychological Service, EWOs and Social Services

Administration Office to:

- co-ordinate emergency services and other agencies
- Governor to take advice from Wiltshire Council's Media/communication office, to brief press on facts and school response

Tasks of the Critical Incident Response Team in School

In order to maintain an appropriate level of readiness for a critical incident, the Critical Incident Team under the direction of the Headteacher, should consider the following:

- Complete a skills audit
- Identify training implications for senior management, administration staff, teachers and governors
- Familiarise school community with Critical Incident Policy and procedures
- Review the plan annually
- Update personal details (addresses and telephone numbers) of staff and teachers termly
- Update contact numbers of external agencies termly

- Ensure key staff have information available to them at home and at school
- Assess lines of communication in and out of school or between Critical Incident Response Team (keep a mobile phone free at all times). Keep a secure line for the Headteacher

Possible Procedures to be followed in the Event of a Critical Incident

Subsequent to a critical incident occurring, in addition to their assigned duties, there will be a number of tasks to be completed. Under the direction of the Headteacher or Assistant Headteachers, the Critical Incident Team will be required to prioritise the consideration and / or action of the following tasks:

Short term – within 12 hours

- Gather accurate information
- Assess situation, deliver first aid if necessary
- Call emergency services
- Ensure safety of all staff and pupils
- If critical incident off site contact police to gain information
- Keep agreed lines of communication open
- Mobilise Critical Incident Response Team
- Notify LA and governors etc
- Contact families of crisis victims
- Determine what information is to be shared and how
- Arrange reunion of pupils and parents
- Contact Psychological Service to arrange a needs assessment meeting, identify at risk pupils / staff and to agree the nature of the intervention

Medium term – 24 to 72 hours

- Hold debriefing meeting(s) for staff / pupils / parents
- Arrange critical incident debriefing meeting(s)
- Arrange daily staff meetings to inform and discuss intervention plans
- Plan classroom counselling sessions
- Plan re-integration of pupils / staff
- Agree referral procedures for staff and students for individual support
- Mobilise support for parents

Longer term – 72 hours +

- Attend / organise condolences, memorial, visits to families and hospitals etc
- Continue to monitor staff and pupils for signs of stress
- Evaluate crisis response
- Debrief Critical Response Team
- Review Critical Incident Policy and procedures
- Plan for and be sensitive to the disturbing influences of anniversaries, inquests etc

Review

This policy will be reviewed annually by the Critical Incident Team, staff and governors.