



Critical Incident Policy

Policy Review	
Review Schedule	Annually
Review Committee	Governing Body
Date of Last Review	MAY 22
Date of Next Review	MAY 23

Head Teacher Signature <i>C. Bealy</i>	Date Signed 10.5.22
Governor Signature <i>[Signature]</i>	Date Signed 12.5.22

Aldwyn Primary School

Critical Incident Policy

Overview

A critical incident is an unexpected emergency that affects pupils, staff or the premises. This policy sets out how Aldwyn Primary School plans to respond to such a happening. We will seek to keep all safe and free from danger by working together calmly and professionally. While dealing with a critical incident we will try to work normally with minimum disruption of the school. The headteacher and senior leadership team will manage the school's response in proportion to the magnitude of the incident. The governors will be kept fully informed as soon as it is appropriate to contact them.

Objectives

1. To share this policy with the staff so that all are clear about roles and responsibilities should an incident occurs.
2. To alert the headteacher and leadership team to the nature of the incident, its exact location so that they can decide the level of response needed.
3. To deal with the incident effectively and efficiently putting the health, safety and well-being of pupils and staff to the fore.
4. To remove all pupils and staff away from harm as quickly and smoothly as possible.
5. To alert emergency services if they are needed.
6. To provide first-aid and appropriate care and protection until help arrives and the incident is resolved.
7. To provide staff training to rehearse different kinds of critical incident so that they know their roles what to do in such event.
8. To have hard copies of contact lists for staff, pupils, parents, LA and emergency services.

Strategies

1. The headteacher and leadership team will take charge of the situation as soon as they have been alerted of the incident. They will assess the response needed in relation to the location, the nature of the incident, what assistance is required, any casualties, and contact person.
2. Any appropriate emergency services required will be informed at the earliest possible moment. They will be told the location and the nature of the incident, the assistance required, whether there are any casualties, and the details of the contact person. In a critical situation the person present at the time of the incident should use common sense and take charge until the headteacher or senior staff arrives.
3. Staff and pupils at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm and if necessary moved to pre-identified assembly points or alternative places of safety.
4. A fire drill and evacuation will be held at least once each term and records kept by the site manager.
5. Teachers and support staff must use registers or counts to ensure that all children are accounted for and must care for them until the incident has been resolved.
6. Hard copies of contact lists for staff, pupils, parents, LA and emergency services will be kept up-to-date, near a telephone in the school office in line with GDPR rules. Where groups of learners are off-site on visits and trips outside of school hours, the headteacher will also have contact lists at home.
7. Where parents need to be notified, the leadership team will draw up contact lists and appropriate staff members will be delegated responsibility to use a contact 'cascade' strategy efficiently and quickly.
8. An accurate and updated contact list will be located in the school office near a telephone.
9. The Local Authority will be contacted and appropriate support requested as needed.
10. At least one telephone will be kept free for outgoing calls.
11. At an appropriate time, staff will record a log of contacts, decisions and actions that have been taken to deal with the incident.

Outcomes

This policy with its supporting 'Critical Incident Plan' should help the headteacher and staff deal with any unexpected emergency. The associated planning and training will put the school in a strong position to deal with incidents efficiently and effectively by giving prominence to the care of learners and staff.

Equality

This policy is linked to our Equality Policy.

We aim to:

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not.

At Aldwyn Primary school we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief – including lack of belief
- Sex
- Sexual orientation

Safeguarding

At Aldwyn Primary School, the welfare and safety of our children is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. All our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. We take seriously our duty to safeguard and promote the welfare of the children in our care.

Safeguarding children is everyone's responsibility.