



COOMB BRIGGS PRIMARY SCHOOL

Critical Incident Policy

Schools, under normal circumstances, provide a safe and secure environment for all children to learn, develop and grow in. Unfortunately, crises or tragedies can occur and can result in significant distress for all individuals involved as well as for the school as a whole. A school can be affected in a number of ways, for instance, if a pupil or member of staff dies the whole school may feel the loss; or, when pupils who have suffered shock or injury return to school they may need to be treated with particular sensitivity. There are any number of possibilities requiring any number of responses and this policy outlines some of the procedures the school will take if such an incident presents itself.

This policy is an important document and all staff should be aware of and be familiar with its content. Naturally, no school wishes to be involved in a critical incident of any kind especially one that involves injury to adults or children. However, in the event that such a situation arises in school, on a trip or that damage to the building occurs - staff need to be aware of the contingency plan for Coomb Briggs Primary School.

A major incident may be defined as:

- An accident leading to a fatality;
- Severe injury or severe stress;
- Circumstances in which a person or persons might be at serious risk of illness;
- Circumstances in which any part, or whole of the school is unable to function as normal due to external influences
- Any situation in which the national press or media might be involved.

As such, major incidents include:

- Death of a pupil or member of staff;
- Death or serious injury on a school trip;
- Epidemic in school or community;
- Violent incident in school;
- Destruction or major vandalism in school;
- A hostage taking;
- A transport accident involving school members;
- A disaster in the community;
- A civil disturbance or terrorism.



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In the event of such an incident the priorities of those adults in charge of the school or trip at the time must be able to:

- Save life;
- Minimise personal injury;
- Safeguard the interests of pupils, students and staff;
- Minimise loss and to return to normal working quickly.

Due to the nature of school life, which includes the absence of staff on courses, at meetings etc. the following staff order should be followed.

Incidents in school:

Adult 1 inform: Headteacher and Deputy Head/Senior Teacher

Adult 2: Give first aid (an appropriate first aider only)

Adult 3: Give care – this will be a teacher or TA

Adult 4: Assist Administrator and TA's Teaching Assistants and additional class teachers, if in school, to remain with classes.

On Trips:

Adult 1: Inform group leader. Group leader MUST then inform school immediately

Adult 2: First Aid or appropriate care (Nominated adult to be shown on risk assessment)

Adult 3: Give care (Nominated adult to be shown on risk assessment)

Critical Response Planning Team:

In the event of an incident it will be necessary to name a planning team to guide operations and carry out specific tasks. This to be shown on all risk assessments and also a nominated team displayed in office, SBM and Headteacher's office.

At Coomb Briggs Primary School, in the immediate aftermath of an incident, this team would consist of all/any of the following:

1. The Headteacher
2. Senior Teacher
3. Chair of Governors
4. Vice Chair of Governors
5. LA Representative
6. Member of the police/fire service if appropriate.



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In the event that the school buildings cannot be used and evacuation is necessary, staff will escort pupils to the Oasis Academy Immingham. See below for further details.

This may be used if pupils are exposed to the elements for any length of time.

No adult should speak to the press/media under any circumstances without the express permission of the adult in charge of the school at the time e.g. The Headteacher/Senior Teacher. A clear and concise record of actions taken along with times MUST be kept by those involved.

Although mobile phones can be a good method of communication, in some situations they are NOT secure and should NOT be used to relay information about casualties. A telephone cascade system will be put in place to alert parents if necessary.

Media requests for information should be directed to the Local Authority.

One person only should be nominated to talk to the media – preferably an LA member as above.

In the event of a fire or incident involving evacuation the same routine should be followed as that during standard fire practices. Pupils should exit and go to the nearest safe assembly point. All windows and doors should be left shut. Registers must be taken and pupils counted. Staff should ensure pupils do not have to pass obvious danger points to reach a safe area. Classes will wait to be directed following evacuation.

Ways of defusing an incident:

1. Re-unite parents with children as soon as possible (only with permission of named adult e.g. Headteacher).
2. Keep parents and community informed of developments following the incident to prevent speculation.
3. Do not make 'off the cuff' or unofficial comments to people at any time – including after the incident.
4. Always raise concerns with the Critical Incident Team.
5. Monitor pupils and staff carefully after an incident for signs of stress or distress. The LEA will provide support. Identified School First Aiders: Lists are in the head teacher's office, the staffroom and the school office. A copy is with each class team.



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Emergency Plan

- In the event of the need to evacuate the school site e. g. bomb hoax: flood etc. the Head Teacher (or the person in charge in her absence) would be responsible for making the decision to close the school.
- An arrangement has been made with **THE OASIS ACADEMY IMMINGHAM** that all staff and children will be accommodated there if the school site needs to be evacuated.
- The Admin Manager will inform the **Oasis Academy Immingham** by telephone (**01469 576599**) of the impending arrival and activation of the emergency plan. The Head Teacher will inform the Chair of Governors (**01469 573359**) and the Local Authority (**01472 323152 Christine Scott**) that the school is closed.
- The building should be evacuated immediately. Staff should take bags, car keys etc. if these are to hand however if this is not possible arrangements will be made for these to be collected when the school can be assessed.
- Inhalers should be taken to the **Oasis Academy Immingham**. (Please refer to Fire Evacuation Procedures) (**Miss Young**).
- All teachers and teaching assistants should accompany their classes as soon as possible using the usual procedures that are used when children walk outside of school in large numbers. **High viz vests should be worn**. In extreme weather conditions admin staff may be requested to contact local coach companies regarding the availability of coaches.
- Office staff should ensure that contact details for all children are taken to the **Oasis Academy Immingham**. They should then attempt to contact parents by telephone to request that their child is collected.
- Parents will also be informed via the local radio stations. **Capital Radio 0113 3085199, Radio Humberside 01472 340959, Lincs FM 01522 549900**. All parents have been informed of these arrangements.
- No children will be sent home alone during school hours however after **3.20 p.m.** children who normally walk home alone will be accompanied back to **Roval Drive** by teachers and teaching assistants and then allowed to walk home alone.
- When it is deemed that it is safe to return to the school, children and staff will walk back to school. The head teacher will inform staff of this decision. Staff and children may return to the building to collect items and staff may be asked to help to clear up/salvage equipment.



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Tasks and Contacts

	Task	Timescale	Lead Person/Team
1	Obtain factual information at the start of the incident	ASAP	Headteacher
2	Leadership team meet with personnel Val Crosby (Chair of Governors) 01469 573359	ASAP	Headteacher Deputy Head Chair of Governors
3	Establish an intervention team	Within hours	Headteacher
4	Contact families concerned, continued until complete	Within hours	Office staff
5	Call a staff meeting to give up to date information if practicable	ASAP	Headteacher
6	Inform pupils in small groups practicable, if applicable	Same Day	Headteacher and Class Teachers
7	Arrange a debriefing meeting for staff involved	Same day if practicable	Headteacher and All Staff
8	Debriefing for pupils involved	ASAP depending on H&S	Headteacher and Class Teacher
9	Identify high risk pupils and staff (Those with medical illnesses, e.g. asthma, diabetes)	Next few days	Headteacher and Class Teachers
10	Promote discussion in classes	Over few days/weeks	Class Teachers and TAs
11	Identify the need for group or individual treatment after incident	Incrementally	Headteacher Teachers TAs
12	Organise treatment	As and when required	Headteacher and Deputy Headteacher



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Useful Contacts

Department	Contact Name	Contact Telephone Number
Director of Education	Sally Jack	
NELC	Christine Scott Assets	01472 323152/ 07825 125904
Chair of Governors	Valerie Crosby	01469 573359/ 07889 199525
Police		101
Fire Brigade		999
School Nurse	Lorraine Cawkwell Charlotte Legg Liz Wright	01472 324321
Educational Psychologist	People and Culture	01472 325973
Diana, Princess of Wales Hospital		01472 874111
EWO	Stacey Health	01472 323083
Social Services	People and Culture	01472 325973
Press and Media	Grimsby Telegraph	01724 709061 newsdesk@scunthorpetelegraph.co.uk
Chartwells	Carol Howard Leoni Browne David Tungate	01472 342272 ext. 1 01472 342272 ext. 3 01472 342272 ext. 2

Reviewed: March 2022

Signed:..........Headteacher

Signed:..........Chair of Governors

Date:..........