

Mission

Mottram CE Primary School is a place with a warm and friendly Christian ethos, which provides all children with a challenging, exciting and stimulating curriculum and where Christian values and teaching underpin all aspects of school life.

School Aims

- Work together to do our best
- Serve as partners with our community
- Show care and respect for ourselves, each other and the world we live in
- Help everyone to learn skills for life
- Experience success

Aims of the Policy

The aims of the school's plan are to:

- Provide immediate support to all children, staff and parents affected by the incident
- Maintain the normal running of any parts of the school not affected
- Return the whole school to normal as soon as possible
- Provide post incident support as appropriate

Rational

A critical incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond which could be reasonably expected from the schools own management team.

Roles and Responsibilities

The Critical Incident Management Team (CIMT) comprises of:

Head teacher	Mrs. E.M. Bland
Chair of Governors	Mrs. Debbie Holland
Deputy Headteacher	Mrs. J. Goodwin
Governor	Mr. Ian Johnson
Church	Rev James Halstead

Person to Contact Emergency Services

Mrs. E. Bland/Mrs. K.Johnson

Responsibilities

Contact as appropriate	Police	
	Fire	999
	Ambulance	

Be prepared to give the following information:

Emergency service required

Exact location of the incident

Number of casualties

Nature of injuries

Location and telephone number where call is being made from

Hazards which may be encountered by the Emergency Services at the site

**Person in Charge of Critical Incident Management Team
Mrs. E. Bland – Head teacher**

Responsibilities

- Take charge of events
- Draw up action plan for the specific incident
- Where appropriate, to liaise with Education Department/County Council staff
- Delegate responsibilities and give tasks to the chosen person
- Provide a flexible response, based on the CIMP
- Appoint a secretary who will keep a comprehensive incident log and support the person in charge
- Consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media
- Establish a crisis team meeting place, close to the incident control point

Roles and Responsibilities for all Teaching and Non-Teaching Staff

- Be ready to respond to any potential hazard in and around the site
- Contact the school office/Head teacher in the event of any emergency, giving information about the:-
 - a) Nature of the incident
 - b) Type of help required
 - c) Emergency Service(s) if required
 - d) Exact location of the incident
 - e) Number of casualties and nature of injuries
- If necessary, evacuate the building, according to procedures set out in the Fire Procedure Policy
- Maintain a calm atmosphere
- Respond to instructions given by members of the Critical Incident Management Team
- Do not speak directly to the media but refer all enquires to the Head teacher or other person designated as being responsible for contact with the media

Person to Open Appropriate Buildings: Caretaker

Responsibilities

- Open the appropriate parts of the school
- Ensure gates are open to allow access for the Emergency Services
- To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Thameside Emergency Planning Officers

Person Responsible For Liaison With The Media -

1st Contact	Mrs. E. Bland	Head teacher
2nd Contact	Mr. M. Bradshaw	Chair of Governors
3rd Contact	Mr. Ian Johnson	Governor

Responsibilities

- Early establishment of central media point
- Liaise with and co-operate with media and to answer their queries, as appropriate
- Provide press statements (see separate sheet with headings)
- Liaise with Emergency Services including the Police Press Officer and County Council over the setting up of a Media Centre
- Show concern and not panic
- Provide basic information about the school- refer to separate sheet in file
- Liaise between press and those affected about press interviews – seeking permission from parents/carers of any pupils involved
- Ensure pupils involved in interviews have appropriate support
- Ask for in advance the questions to be asked during the interview
- Respond to directions from the person in charge of the CIMT or other personnel in control e.g. Police

Appendix 4

INCIDENT LOG

Incident.....

Location of incident.....

Date **Time** **Event/Action taken** **Signature**

Appendix 5

Major Incident Occurring on an Out of School Activity

Guidance Action Sheet for Head teacher/Member of Senior Management Team

**A log of decisions made and actions taken should be kept.
In the event of a major incident occurring on an out of school activity the
actions below should be considered and implemented as appropriate.**

1. Ascertain the following:
 - Date, time and location and nature of incident
 - Names of those involved
 - Actions taken
 - Who is in charge at the scene
 - If additional assistance is needed at the site

2. Inform:
 - School Support Contact Officer
 - Other staff – if out of school hours, ensure that the caretaker is included in the list of staff to be contacted
 - Chair of Governors and arrange for the other Governors to be informed

3. Inform Chief Emergency Planning Officer who can arrange other support as appropriate:
 - Transport (under mutual aid arrangements with other counties/districts)
 - Insurers
 - Religious support
 - Translators
 - Social Services support
 - Public relations support
 - Premises

4. Initiate Critical Incident Management Plan.
5. Ensure that staff is fully briefed on facts and are aware of what information can be released.
6. Arrange for parents of uninjured to come to school to meet the children on their return.
7. Arrange for parents of injured to be informed- this is in conjunction with the Police.
8. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident specified dangerous occurrence. Complete accident forms as necessary.
9. Prepare to deal with media- this should be done in consultation with the Police and County Council's Public Relations Officer (see aide memoir attached)

Appendix 6

Guidance Action Sheet for Group Leaders

**A log of decisions made and actions taken should be kept.
In the event of a major incident occurring on an out of school activity the
actions below should be considered and implemented as appropriate**

1. Ascertain details of incident.
2. Alert relevant emergency services (Police, Fire, Ambulance and Coastguard) via 999 system.
3. Call for assistance if available (staff, passers by)
4. Administer First Aid where possible
5. Account for all members of the party and ensure that all persons *uninjured* stay together.
6. Allocate staff member(s) to travel to hospital(s) with casualties.
7. Ascertain if there are any witnesses.
8. Allocate staff member(s) to stay at incident site to liaise with the emergency services
9. Arrange for all non-casualties to return to base (accompanied by a member of staff)
10. Inform Head teacher/Member of Senior Management Team (at school) as soon as possible. Give as much of the following information as soon as possible:
 - *Date, time, location and nature of incident*
 - *Names of those involved*
 - *Details of any injuries*
 - *Actions taken*
 - *Contact point to be used*
11. Consider requesting additional assistance. Keep Head teacher/Member of Senior Management Team regularly updated
12. Consider whether activity should be abandoned. If so, arrange for non-casualties to management team regularly updated
13. Do not discuss legal liability
14. Prepare to deal with the media- this should be done in consultation with the Police.
(see aide memoir attached)

Guidance sheet for Headteacher/Senior Management Team in the event of a major incident occurring on the school site.

Procedures

**A log of decisions made and actions taken should be kept.
In the event of a major incident occurring on the school site the actions below should be considered and implemented as appropriate**

Team

1. Ascertain details of the incident
2. Alert relevant emergency services (police, fire and ambulance) via 999 system
3. Consider evacuation of school (via fire alarm)
4. Initiate School Critical Management Plan
5. Allocate staff to:
 - Account for all pupils/staff/visitors on school site
 - Administer first aid to persons injured
 - Ascertain if there are any witnesses
 - Inform school Support Contact Officer
 - Inform Chief Emergency Planning Officer who can arrange appropriate support
6. Inform staff/pupils of incident. If incident occurs out of school hours consider briefing staff/pupils at earliest opportunity
7. Inform parents/relatives as appropriate. If there are casualties then visits to parents/relatives should be arranged in conjunction with the police
8. Inform Chair of Governors and arrange for other governors to be informed
9. Consider closing the school
10. Consider relocation to other premises. If relocation is required this should be arranged in consultation with the Director of Education, Director of Technical Services and Chief Emergency Planning Officer
11. Notify HSE and Education Department Health & Safety Officer if incident involves a reportable accident of specified dangerous occurrence. Complete accident forms as necessary
12. Arrange for staffing of switchboards/telephone. Ensure that staff is fully briefed on facts and are aware of what information can be released.
Prepare to deal with the media – this should be done in accordance with the Police and County Council's Public Relations Officer

Evacuation Procedures

Include in the plan details of the school's fire, bomb and emergency evacuation procedures and ensure that all staff is aware of these.