

Thomas More Catholic School



CRITICAL INCIDENT POLICY PRACTICE and PROCEDURE

Mission Statement

To Care for, respect and value all people and our environment.

To Learn that justice and love are the foundations of our Faith.
To make these the guiding principles of our community in its commitment to academic excellence and personal integrity.

To Achieve beyond our highest expectations, creating challenging opportunities, which take us all confidently through the 21st Century.

This policy was adopted by the Governing Body of Thomas More Catholic School in November 2009, and is subject to annual review.

The policy is split into two sections:

- Section 1 – Full Policy
- Section 2 – Reduced policy applicable to Off-Site incidents only

Date Reviewed	11NOV2015
Review Confirmed by	Chair, Resources Committee
Next Review Due	Autumn Term 2016

Section 1 – Full Policy

Thomas More Catholic School aims to protect the well being of its students by providing a safe and nurturing environment at all times. The school has taken a number of measures to create a coping, supportive and caring ethos in the school.

Definition of Critical Incident:

Thomas More Catholic School recognises a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanisms of the school and disrupts the normal running of the school”.

Critical incidents may involve students, staff, the school and the community.

Examples of a critical incident might be:

- The death of a member of the school community, students and staff, through sudden death, accident, suicide or terminal illness
- A serious accident or tragedy in the school community
- Serious damage to the school through fire, flooding, vandalism etc.
- The disappearance of a member of the school community
- A physical attack on a staff member or student
- Intrusion into the school
- Building collapse

Aim of Plan:

The aim of the Critical Incident Plan is that in the event of such an incident as outlined above, the plan will help staff and management to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the effects of the incident on the staff and students.

Scope of the Plan

In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A student or teacher being taken hostage
- The destruction or serious vandalism of part of the school
- Public Health threats (e.g. meningitis)
- Adverse weather conditions (e.g. snow)
- The sudden death/serious injury of a member of staff or student through natural causes
- Collapse of school building

Outside School

- The death/serious injury of a student or member of staff through natural causes or accidents
- A transport-related accident involving students and/or members of staff
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

Critical Incident Management Team

Thomas More Catholic School **Critical Incident Management Team** will consist of the following personnel.

Head teacher
Deputy Head teacher
School Business Manager
Premises Manager

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary.

In the event of a School related emergency the proposed arrangement is outlined here:

INCIDENT OCCURS

The Head teacher is notified.

The Head teacher rings or instructs secretary to ring or contact:

- Emergency Services 999 if appropriate
- Critical Incident Management Team
- The Chair of Governors
- Briefs and advises the staff/students on site
- Bus travel companies or cabs if appropriate

Out of School Opening Hours

A Site Team member or members of staff witnessing or first discovering the incident will be responsible for initiating the immediate response to the emergency situation.

He/She will:

- Call the emergency services 999
- Evacuate the premises immediately if necessary
- Inform the Headteacher and School Business Manager

Off Site Incident

- Group leaders or Deputy Group Leaders will take a copy of the procedures with them on any off site activity
- Group leaders will:
 - Account for all party members

- Delegate a member of staff to take care of uninjured members of the party
- Call the school
- Keep a log of actions taken and conversations held

Communications during an Emergency Situation

- The Head teacher/Deputy Head teacher or School Business Manager will be in communication with emergency services via mobile
- The school main contact line (switchboard) to be used for incoming calls only
- Mobiles will be used for outgoing calls
- Staff dealing with incoming calls will receive written briefings
- All calls will be logged

ONLY the Head teacher will handle media enquiries in liaison with Southwark Diocesan representatives.

Shelter/Lockdown Procedures

Shelter in School buildings may be appropriate if there is a toxic release or the threat from an intruder on the school grounds or within the vicinity of the School.

The procedures will be as follows:

- Signal for commencing lockdown procedures will be given
- Head teacher will call Emergency Services 999
- Staff will move students into classrooms or safe areas
- Doors and windows will be locked
- Students will be seated away from doors and windows
- Signal for an “all clear” will be given
- In event of a toxic release, any extractor fans will be switched off

If some students are outside they will be told to disperse if this ensures their safety to a designated area so that they can be accounted for.

Evacuation

In event of the need to evacuate the building, Thomas More School’s Fire Drill procedures will be followed.

School Closure

The decision to close the School will only be made in exceptional circumstances and only by the Head teacher / Chair of Governors.

Due to the timing of the school day, the decision to close the school due to severe weather conditions will need to be made the previous day or by 6.30 a.m on the day.

This will be communicated via the School's website www.tmore.org.uk.

OR:

'Teachers to Parents' text messaging service / email service

Parents/Guardians and transport authorities will be informed.

Training and Exercising

Training and Exercising will be undertaken.

Important Areas in an Emergency Situation

(situation when evacuation is not needed)

- Control Point – Head teacher's Office
- Parents – School Hall
- Media Briefing Point – Head teacher's Office
- Staff Welfare Facilities – Staffroom

KEY ROLES ASSIGNED BY TEAM LEADER (OR DESIGNATED ALTERNATE)

Title	Responsibilities
Head teacher	Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Co-ordinate the emergency response strategy, liaising with the Diocese and relevant agencies, eg the emergency services, Local Authority, School Governors as appropriate. Monitor the emergency response. Provide regular staff/team briefings. Authorise any additional expenditure.
Deputy Incident Manager (Deputy Head teacher)	Assists Incident Manager. Co-ordinates and Manages staff in the Incident Response Team.
Parent Liaison Officer(s)	Advises parents and provides information. Provides point of contact. Arranges on site co-ordination of visiting parents. Maintains regular contact with parents where appropriate.
Administrators Reception Staff	Main telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Deploy Associate staff to assist the Incident Manager. Maintain a master log of key events and decisions, including expenses incurred.
Communications Officer/ Media Spokesperson Head teacher	Acts as points of contact for media enquiries. Works with the CIMT to prepare media statements/interviews. Assist with internal communications.
Teacher	Maintain supervision. Ensure the safety and Security of students. Provide information and offer reassurance. Monitor students' physical and psychological welfare.
Premises Manager	Ensure site security at all times. Provide information about site facilities/layout as necessary. Assist with access/egress to the school.
Liaison Officer (Head teacher)	To represent the school at the LA's Emergency Operations Centre (if appropriate) Communicate with colleagues at the school on a regular basis and receive updates/progress reports Relay information to and from the school to parents/guardians

Confidentiality:

The school is conscious of its responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of any public statements.

Emergency Contact Details

The CIMT will ensure that they have copies of all student and staff contact details and emergency contacts available at home and in school.

The school will ensure contact details for students are updated annually and will encourage parents/guardians to inform school of changes. It is the responsibility of all staff to ensure the office is alerted to any changes in contact details.

Section Two – Reduced policy applicable to Off Site incidents only

Thomas More Catholic School aims to protect the well being of its students by providing a safe and nurturing environment at all times. The school has taken a number of measures to create a coping, supportive and caring ethos in the school.

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ONLY the Head teacher will handle media enquiries in liaison with Southwark Diocesan representatives .

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INCIDENT OCCURS

The Head teacher is notified.

The Head teacher rings or instructs a member of Associate Staff to ring or contact:

- Emergency Services 999 if appropriate
- Critical Incident Management Team
- The Chair of Governors
- Briefs and advises the staff/students on site
- Bus travel companies or cabs if appropriate

Out of School Opening Hours

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He/She will:

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Deputy Incident Manager (Deputy Head teacher)	Assists Incident Manager. Co-ordinates and manages staff in the Incident Response Team.
Parent Liaison Officer(s)	Advises parents and provides information. Provides point of contact. Arranges on site co-ordination of visiting parents. Maintains regular contact with parents where appropriate.
Administrators Associate Staff	Main telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Provide admin support to the Incident Manager. Maintain a master log of key events and decisions, including expenses incurred.
Communications Officer/ Media Spokesperson Head teacher	Acts as points of contact for media enquiries. Works with the CIMT to prepare media statements/interviews. Assist with internal communications.
<i>The Media spokesperson will be the Head teacher or person designated by the HT</i>	
Teacher	Maintain supervision. Ensure the safety and security of students. Provide information and offer reassurance. Monitor students' physical and psychological welfare.
Site manager	Ensure site security at all times. Provide information about site facilities/layout as necessary. Assist with access/egress to the school.
Liaison Officer (Head teacher)	To represent the school at the LA's Emergency Operations Centre (if appropriate) Communicate with colleagues at the school on a regular basis and receive updates/progress reports Relay information to and from the school to parents/guardians.

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