

# CRITICAL INCIDENT POLICY

<b>Date of Policy</b>	September 2021
<b>Date of Next Review</b>	September 2022
<b>Staff Responsible</b>	Headteacher / Business Manager
<b>Reference</b>	Staff shared area/policies
<b>School/Governor policy</b>	Governor

## SUMMARY

The policy is part of the School's Health and Safety Policy and has been written to clarify responsibilities and, as far as possible, procedures if a disaster or emergency situation should occur in school. The policy has been cross-referenced against GCC's guidance on "Managing Crises in Schools" and also against DfE guidance carried on [www.teachernet.gov.uk/emergencies](http://www.teachernet.gov.uk/emergencies). The following information is general in nature only as any emergency situation will have different features.

## RESPONSIBILITIES

In the event of an emergency in school the headteacher will be in overall charge. If the headteacher is absent the deputy headteachers will jointly assume control. In the absence of both the head and deputy head then the assistant headteachers assume joint control. One of the first actions is to follow the Emergency Procedures as set out in the Emergency Management Plan, a copy of which each Senior Leader has. There is also a copy of the file in the Main Office.

## DECISIONS AND PLANNING

The person in overall charge will inform staff of any decisions made when appropriate.

**Emergencies affecting a small number of people** e.g. serious injury to an individual or small group of people.

If staff **encounter** such an emergency they should send for a senior member of staff immediately. They should also:

- Ensure that all other students are supervised away from the situation as soon as possible
- Ensure the health and safety of the individual(s) by isolation, clearing an area or room
- Seek help from one of the school's registered first aiders

If staff **are informed** of such an emergency they should:

- Check that it is being dealt with by a member of staff (ask the informant who is there).

**If not** go there and instigate the procedures.

**If someone is dealing** with the situation:

- Ensure that all other students are supervised away from the situation as soon as possible
- Proceed with normal lessons unless told otherwise by the signals set out below or the senior leadership team.

If parents arrive at the school the senior member of staff in charge will have delegated someone to meet with them and discuss the situation. Please direct them to the reception.

## ENCOUNTERING AN EMERGENCY SITUATION

Any staff encountering an emergency situation should initiate contact with the police as soon as possible.

- Members of staff should avoid provoking intruders
- Members of staff should not leave the school site alone to deal with a potentially violent situation

- Members of staff on the school site should always summon help to deal with a potentially violent situation
- Students will be informed that they should immediately send for or get help from the nearest adult if they encounter an emergency situation
- Students will be made aware that they should not try to deal with intruders themselves but must seek the help of the nearest adult
- A shelter procedure can be initiated by pulsing the bell for five rings. Staff will then keep students in classrooms and any other students will be ushered in to a safe location. A further five rings of the bell would signal the end of the shelter procedure. This would ideally be followed by an email from SLT.

## **LIFE THREATENING SITUATIONS**

- If it does not add to the danger to the students the fire alarm will be sounded to evacuate students and staff to the Fire Assembly Point. Staff should then carry out the usual fire procedures.
- In the event of an imminent threat to life, a lockdown can be initiated by reception. This will involve pushing a yellow break glass initiating pulses of the bell for the duration of the threat. All staff, students and visitors will be ushered in to the buildings where doors will be locked and blinds drawn. If necessary lights can be turned off and people can take shelter on the floor.
- In line with government advice (Preparing for Emergencies. What you need to know.) In the event of a major emergency and the decision having been made to keep students in school, local radio will also need to provide parents with details of when to collect their children from school.  
Radio Gloucestershire: 01452 308585
- The signal to tell all staff that the danger is over will be the silencing of the pulsing bells. Staff should keep classes until told what to do. Staff will be given this information quickly once the “all clear” signal has been given.
- All staff should check emails for further info or go to the staffroom to be briefed by senior staff at the next break.
- Office staff either discovering a threatening situation or feeling threatened should summon help in an emergency by use of the two-way radio or other suitable means.

## **BRIEFING STAFF AND PUPILS**

For any incident the senior staff will decide which students are to be briefed on the incident and by whom. A senior member of staff will carry out the briefing. Where possible the first briefing will be given on the day of the incident to prevent rumours and untruths being circulated and reported home. Governors to be informed as well as Gloucestershire County Council, as early as possible.

For traumatic incidents all staff should be issued with brief written notes. The briefing may contain any of the following:

- A factual account of the incident or problem
- Details of any arrangements necessary as a result
- Details of any help which is available

## **AFTER THE INCIDENT**

Staff will be informed what information to give to whom, who to contact for further information and that they should refer media approaches to the headteacher.

If a situation or query arises that has not been given an agreed response or contact person, the member of staff receiving the call must refer to the person in charge or other member of the senior team for guidance.

## **VISITING PARENTS**

The senior team will decide if visiting the homes of students seriously affected by the incident is appropriate. The visit should be made by a member of the senior staff or by staff known to student and parent. Staff **must consult** with the headteacher if wishing to visit homes.

## **TALKING ABOUT TRAUMATIC INCIDENTS**

The senior team will decide whether the incident is to be discussed in school in a controlled way. When the decision is reached all staff, parents and students will be informed of the decision. If it is agreed to have such discussions the lessons should have clear aims and objectives and guidance will be given to the staff conducting them.

## **THE MEDIA**

The Headteacher (or the Senior Leader post of joint control) should be the only person who speaks formally to the media.

Coping with the media:

- Governors and staff should not discuss any incident with the media unless requested to do so by a member of the senior team, using prepared notes
- Students and parents will also be given appropriate advice on dealing with the media
- Students should be advised not to talk to the media unless arrangements have been made for them to do so by a member of the senior team. Even then they should be accompanied by a member of the senior leadership team.
- If necessary subsequent daily briefings may be issued with a staff briefing daily at 8.45am
- Assemblies may be held for students or written briefing notes read out to them
- Staff are reminded of the need for confidentiality and discretion

(See GCC's guidance "Crisis? What Crisis? A guide to handling the media" for more details.)

## **STAFF TRAINING**

Staff should be made fully aware of the procedures described in this policy. This should form part of the induction programme for all staff joining Severn Vale. Top up training and awareness raising will be built into the integrated Professional Development Programme for both teaching and support staff.

Emergency posters have been circulated to all staff and should be on display in all classrooms (Appendix 1).

The Evacuation and Lock Down Procedure training delivered to staff training is attached at Appendix 2).

## **MONITORING AND EVALUATING THE POLICY**

This policy will be updated annually by Richard Johnson, Headteacher and monitored by the Governors' Resources Committee.

## **Remember**

- **Ensure the safety of anyone in an accident as far as possible**
- **Send for help**
- **Send others to their lessons**
- **Summon the person in charge**
- **Call the police if the situation warrants it**
- **Do not provoke intruders**
- **Do not leave school alone to deal with a potentially violent situation**
- **When the fire alarm sounds treat it seriously unless informed otherwise**
- **Five short rings on the bell means keep the students in your room until the “all clear” sounds**
- **A constant series of pulses on the bell indicates lockdown and take cover.**
- **The “all clear” is a series of five short rings on the bell or the silencing of a constant alarm**
- **Keep students after the “all clear” until instructed what to do**
- **Go to the staffroom for information at the next formal break**
- **Do not discuss the incident with the press**
- **Do not discuss the incident with parents, students or other people until you have been briefed by the person in charge**



**IN AN EMERGENCY..... KNOW WHAT TO DO**

	<p><b>CONSTANT BELL</b> <b>EVACUATE</b> <b>TO THE FIRE ASSEMBLY POINT</b></p>
	<p><b>FIVE RINGS ON THE BELL</b> <b>SHELTER</b> <b>INSIDE THE NEAREST BUILDING</b></p>
	<p><b>CONSTANT PULSING BELL</b> <b>LOCKDOWN</b> <b>TAKE COVER INSIDE THE NEAREST BUILDING</b></p>

# Appendix B – Evacuation and Lock Down Procedures for Severn Vale School

**Evacuation & Lock down  
procedures for  
Severn Vale School**

  
Severn Vale School

**IN THE EVENT OF AN  
EMERGENCY.....KNOW WHAT  
TO DO**



EVACUATE



SHELTER



LOCKDOWN

**Evacuate**

In the event of fire or any event that will put occupants of the building in danger by remaining in inside




- In the event of an evacuation there will be a constant ringing bell
- If you hear this you must evacuate the building **immediately** and head for the muster point on the astro pitch at the rear of the school.
- **DO NOT re-enter the building until the all clear has been given by the HEAD TEACHER / SLT or FIRE OFFICER**

**Shelter**  
Partial Lockdown

a result of a reported incident/disturbance in the community with the potential to pose a risk to the school or as a result of a warning of air pollution, etc




- **'Partial lockdown' (5 rings of the school bell)**
- All outside activity to cease immediately, pupils and staff return to buildings;
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may permitted within the building dependent upon circumstances.
- 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate
- **A Partial Lockdown will be lifted by a further 5 rings of the bell.**
- Please wait until the 5 rings are complete.
- A Full Lock Down may develop following a partial lockdown.

**LOCKDOWN**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown




- **'Full lockdown' (Continuous pulsing of the school bell)**
- All pupils move inside(classroom, tutor room or other location eg sports/assembly/dining hall)
- External doors locked. (where a member of staff with key is present) Classroom doors locked (where a member of staff with key is present)
- Windows closed, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner);
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- An email will be sent to all staff detailing the reason for the lock down if it is safe to do so.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication.
- **A Full Lock down will be lifted by the end of the constant pulsing of the bell**