



CRITICAL INCIDENT POLICY

**agreed and adopted
by the
Governors
of the**

The Wolds Federation

THE WOLDS FEDERATION CRITICAL INCIDENT POLICY

**Middleton-on-the-Wolds CE (VC) Primary School
Beswick & Watton CE (VC) Primary School**

Bishop Wilton CE (VC) Primary School

1. The following information should be held within the school.

It should be kept up-to-date, with senior staff knowing how to access it:

- A copy of the school's emergency plan - see below;
- Names, addresses and telephone numbers of emergency contacts (e.g. parents, partners, carers) of all staff and pupils;
- Contact details for key emergency responders within the authority;
- Contact details for contractors used by the school (e.g. electrical);
- Emergency supply/support list (familiar supply teachers, retired staff, etc.);
- Pupil/staff movement data (timetables, morning and afternoon registration data).

2. Useful Contact Numbers - see list below.

Any contact details should apply 24 hours a day and should be tested on a regular basis.

3. EMERGENCY RESPONSE PLAN

The list of contacts below should also be readily available in school.

Who to inform during the school day and their contact details:

Emergency services - **999**

LEA contacts - **01482 887700**

Chair of Governors – Mrs Kate Johnson

School's Critical Incident Management Team – Mrs Elizabeth Harros, Mrs Heather Measom, Mrs Rim Mellonby, Mr David Plews, Mrs Jean Loudon

School staff – all other members

Pupils

Parents – ***List of names and numbers in school office. Contacted via TxTRound messaging service.***

The plan can be activated by the person in charge at the time, e.g. Head Teacher, other members of the permanent teaching staff or Senior Supervisor. However, the nature of the school is such that there may be no member of the permanent teaching staff available; in such an event or where a delay would increase risk to staff or children, any member of the teaching or non-teaching staff may implement the plan. It would be appropriate to notify the Head Teacher as soon as possible and to advise the chair of governors.

4. GUIDANCE FOR SCHOOL STAFF IF A CRITICAL INCIDENT OCCURS AT THE SCHOOL SITE

Follow the actions below, as appropriate to the incident:

- ❖ **Administer** first-aid where appropriate;
- ❖ **Call** emergency services as appropriate;
- ❖ **Initiate** the planned school response, including establishing the CIMT;
- ❖ **Obtain** facts and information; **do not** move anything at the scene except to assist casualties;
- ❖ **Record** events and actions on incident log sheet (see appendix);
- ❖ **Account** for all pupils, staff and visitors;
- ❖ **Keep** a record of witnesses;
- ❖ **Call** a meeting to brief staff, discuss planning, form incident team and allocate tasks – the nature of the incident may mean that all are already aware;
- ❖ **Inform** the rest of the school - the nature of the incident may mean that all are already aware.

Inform and liaise with:

- Police
- Chair of Governors; who can arrange for governors to be informed
- LEA, who will initiate contact by appropriate officers including Communications and Public Relations Officer
- Families (those affected should be dealt with in conjunction with the police; those not directly affected can be contacted direct).

Liaise with East Riding of Yorkshire Council's press officer and police regarding media statements. Decide who is to speak and beware of rumour. Pupils should not talk to the media.

Brief school administration staff on the known facts, instruct them on what information can be released or advise them to refer calls to press officer.

Brief other staff, including those not on site at present, using cascade system with a specific message.

Update information as appropriate, reviewing and reassessing tasks as progress is made.

5. GUIDANCE FOR GROUP LEADERS IF A CRITICAL INCIDENT OCCURS DURING OUT-OF-SCHOOL ACTIVITIES

(Taken from Education Visits Safety Guidelines - Section 16)

Emergency Procedures

The home contact (when residential) must ensure that they have access to all details of the party at all times for the duration of the visit.

The home contact must also ensure that the party leader is in possession of all contact numbers.

The home contact must ensure that they can be contacted at all times, as they will be the first contact point in the case of an emergency.

The party leader must ensure that he/she has immediate access to the home contact numbers at all times for the duration of the visit. For a visit abroad they must also carry details of insurance emergency helpline.

Everyone involved in the planning, approval and organisation of visits should recognize the risks involved. Risks will be minimized if attention is paid to planning, preparation and supervision. There may be emergencies, which require immediate response by the leader, but the first priority is to keep the party safe.

6. PROCEDURES IN THE EVENT OF AN EMERGENCY

The party leader of the activity must:

- **be aware** of parental consent information regarding the authorisation of emergency treatment;
- **establish** the nature and extent of the emergency;
- **establish** the nature and extent of any injuries and administer appropriate first aid;
- **make** sure all other members of the party are accounted for;
- **establish** the name(s) of the injured and call the appropriate emergency services, giving them details of the exact location, extent of injuries and party details. (If abroad, make immediate contact with your insurance company in the case of any emergency);
- **advise** other party staff of the incident and that the emergency procedures are in operation;
- **ensure** that an adult from the party accompanies casualties to hospital;
- **ensure** that the remainder of the party is adequately supervised throughout and arrange for their early return to base;
- **arrange** for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young people are accounted for;
- **control** access to telephones until contact is made with the home contact and until he or she has had time to contact those directly involved. Give full details of the incident (see Section 9 - Incident Reporting Sheet);
- **write down** as soon as possible all relevant details while they are still fresh in the memory and follow the Council's accident and incident reporting procedure. *A record must be kept of names and addresses of any witnesses.* Any equipment involved in the incident must be kept for examination;
- **notify** the British Embassy or Consulate if an emergency occurs abroad.

The home contact must:

- **Provide** a contact number for parents should an emergency occur at home;
- **Be available** at all times and be in a position to implement the emergency procedure;
- **Arrange** to contact parents of those involved and alert the LEA at the earliest opportunity. *For a serious incident the home contact/responsible person should contact the parents of all party members.* The party leader or other party members **must not** discuss matters with the media. **Under no circumstances** should the name of any casualty be divulged to the media:
 - members of the party **must not** be allowed to use the telephone until advised that it is in order to do so;
 - **the LEA** will deal with comments to the media.

LEA CONTACT NUMBERS

During Office Hours (8.30 - 5.30 p.m.)

01482 887700

Out of Office Hours (Emergency helpline)

01482 392999

7. KEY ISSUES TO CONSIDER IN THE EVENT OF A SCHOOL CLOSURE

If it is necessary to close a school, it is important to inform everyone who may be affected as soon as possible and to keep them informed if the reopening date is unsure or may change.

Detailed guidance on school closures and bad weather procedures are also available on the schools' Intranet in the guidance folder of the management section.

The following list identifies the main people who need to be informed of the closure:

- governors
- staff
- pupils
- parents
- sports coaches
- supply staff
- volunteers
- music teachers
- bus company (**BusKing**)
- the Meal Wagon / Meal Wagon Schools
- food transporters for Meal Wagon
- any contractors that are due to work on the site during the period of closure
- any suppliers due to deliver during the period of closure.

The following LEA service providers will be informed by CFAS if you telephone the LEA emergency telephone number during office hours:

• School Transport • Press office • School Meals • Building Cleaning • Grounds Maintenance • Building Design & Maintenance • Road Safety (Crossing Patrols) • Music Service • SENSS • Education Psychological & Guidance Service	• Education Welfare Officers • School Improvement Service • Library Service • School Courier • School Accountancy • Audit • Personnel • Pupil Services • SEN Section
--	--

8. EMERGENCY CONTACT TELEPHONE NUMBERS

Bishop Wilton – Staff List

Surname	Forename	Role	Home tel	Mobile tel
Allison	Elizabeth	Senior supervisor		
Bailey	Nicola	Teaching assistant		
McCarthy	Sarah	Teacher		
Bentham	Amanda	Teacher		
Bower	Charlotte	Teacher		
Dolman	Fiona	Senco		
Hedges	Nicola	Teacher		
Holtby	Jenny	Teacher		
Kirk	Deborah	Nursery nurse		
Lazenby	Mary	Admin assistant		
LOUDEN	JEAN	HEAD OF SCHOOL		
MEASOM	HEATHER	FEDERATION BUSINESS MANAGER		
Lapworth	Scott	Sports Development Officer		
Sefton	Clare	Teacher		
Sellers	Christine	Kitchen assistant		
Smith	Dawn	HLTA		
Swales	Sheena	Teaching assistant		
Town	John	Caretaker		
Vincent	Gillian	Midday supervisor		
HARROS	ELIZABETH	EXECUTIVE HEADTEACHER		

Beswick and Watton – Staff List

Surname	Forename	Role	Home tel	Mobile tel
Bugg	Julia	Admin Assistant Breakfast Club/ Senior Midday Supervisor		
Dolman	Fiona	Senco		
Everingham	Claire	Caretaker/ Midday Supervisor/ Kitchen Assistant		
HARROS	ELIZABETH	EXECUTIVE HEADTEACHER		
Hedges	Nicola	Teacher		
Lade	Charlotte	Teacher		
MEASOM	HEATHER	FEDERATION BUSINESS MANAGER		
Lapworth	Scott	Sports Development Officer		
PLEWS	DAVID	HEAD OF SCHOOL		
Smith	Dawn	HLTA		
Allison	Helen	Teaching Assistant		
Woodmansey	Kate	Nursery Nurse		

Middleton on the Wolds – staff list

Surname	Forename	Role	Home tel	Mobile tel
Allison	Helen	Teaching Assistant		
Atkinson	Charlotte	Teaching Assistant		
Burnell	Helen	Teaching Assistant		
Cage	Janet	Breakfast Club/ Senior Midday Supervisor		
Caputo	Teresa	Teaching Assistant		
Clark	Mandy	Teaching Assistant		
Dolman	Fiona	SENCO		
Edmond	Stephen	Premises Manager		
Goodwin	Jayne	Cook		
Hedges	Nicola	Teacher		
Hobson	Chris	Teacher		
Sefton	Clare	Teacher		
Kneeshaw	Jane	Teaching Assistant		
MEASOM	HEATHER	Federation Business Manager		
MELLONBY	RIM	HEAD OF SCHOOL		
Milner	Sylvia	Env Teaching Assistant		
Pearson	Jackie	Midday Supervisor/After School Club		
Smith	Dawn	HLTA		
Stephenson	Sue	Kitchen Assistant		
Stone	Sharon	Admin Officer		
Ramsden	Paige	Teacher		
Bell	Lewis	Teacher		
HARROS	ELIZABETH	EXECUTIVE HEADTEACHER		

Governors – Contact List

<i>Name</i>	<i>Category</i>
Mrs Kate Johnson (Chair)	Parent (Beswick)
Mrs Elizabeth Harros	Staff Voting Executive Head
Mrs Lizzie Moore (Vice Chair)	Parent (Bishop Wilton)
Mrs Rebecca King	Authority
Miss Kellie Bullivant	Clerk
Mrs Heather Measom	Co-opted
Mr Tim Woods	Co-opted
Mr Tony Wilson	Co-opted
Mrs Joanne Smith	Co-opted
Mrs Joanne Blacker	Foundation
Mrs Nancie Boyes	Foundation
Mrs Cornelia Bramham	Foundation
Vacant	Foundation
Vacant	Foundation
Mrs Rim Mellonby	Staff

9. EMERGENCY LOG SHEET

FIRST NOTICE

Use this form to record initial information received on the incident.
Complete as many boxes as possible.
Start your log as soon as possible.

MIDDLETON-ON-THE-WOLDS C.E. (V.C.) PRIMARY SCHOOL
BESWICK & WATTON C.E. (V.C.) PRIMARY SCHOOL
BISHOP WILTON C.E. (V.C.) PRIMARY SCHOOL

Date:

Time:

Your Name:

Caller's Name:

Caller's Phone Number:

Caller's Organisation:

Caller's Location:

INCIDENT DETAILS

Location

Details

Appendix A

FOR USE WITH ADMISSIONS FORMS AND EDUCATIONAL VISITS FORMS

Name of Child.....

I hereby give permission for the party leader, during in out-of-school activity, to authorize emergency treatment for my child.

Signed: (Parent / Guardian)

Date:

If you are unable to sign this authorization for religious or medical reasons, please contact the Headteacher or party leader to discuss arrangements for your child.