

Brine Leas School

An Academy

CRITICAL INCIDENT POLICY

RATIONALE

A critical incident can be defined as a sudden, unexpected and tragic event or sequence of events which causes trauma and confusion within a school community and which overwhelms its normal coping mechanism. It may affect students, staff, parents and governors, may relate directly to the safety of the school community or may involve an incident beyond the school premises.

As a critical incident is likely to have a severe impact upon the school, both in the short and long term, our aim is to ensure that school strategies and procedures are in place to protect the physical and emotional wellbeing of every member of the school community.

The Critical Incident Policy and Plan cannot cover every aspect of recovery from a critical Incident; occurrences may arise which cannot be foreseen or considered.

A critical incident may occur during the school day, during the school holidays or on a school trip.

It is important that the incident policy is easily understood and appropriate action is taken in a timely manner.

The following must be remembered in relation to the incident policy:-

- That the Critical Incident Plan is followed as closely as possible.
- That designated personnel understand their tasks and are competent to carry them out.
- That other people do not take unilateral actions.
- That consideration and sensitivity is shown by all.
- That students, staff and parents are protected from media intrusion.
- That normal routines be resumed as soon as possible.
- There is a realisation that total recovery may take a long time.

The Critical Incident Team (CIT) has responsibility for ensuring that procedures are properly addressed at times of high emotion. If the incident involves legal action, appropriate advice and guidance needs to be taken; knowledge of the event should rest with more than one person.

AIMS

1. To maintain a duty of care.
2. To minimise educational and administrative disruption within school.
3. To enable normal working to be resumed in the shortest, safest, possible time.

OBJECTIVES

1. To ensure that swift and appropriate action is taken in the case of the school being made aware that a critical incident has occurred.
2. To ensure that the welfare of students and staff is prioritised.
3. To ensure that the school responds to an individual event in a sensitive, consistent and effective manner which reduces confusion, panic and extreme emotion.
4. To have in place a Critical Incident Team, the membership of which is known to all relevant parties.
5. To have in place a Critical Incident Plan, the details of which are familiar to all relevant parties.
6. To maintain normality, as far as possible, in parts of the school which are not affected and to restore normality as soon as possible to those parts which are affected.
7. To have immediate access to all relevant contact details (including outside agencies).
8. To offer sensitive, non-intrusive support in the short and medium term to all those affected directly or indirectly by the incident.

EXAMPLES OF CRITICAL INCIDENTS

A critical incident may involve death or serious injury to one or more members of the school community and, or, their families either at school, journeying to or from school, participating in a school related activity, at home or in some other context. It may include major damage to the school building. It may involve a location within the local community.

Examples in School:-

- The death of a student or member of staff through natural or unnatural causes
- An accident involving a student or member of staff
- A deliberate act of violence such as knifing or the use of a firearm
- A fire, flood or an explosion in a laboratory

Examples out of School:-

- Deaths or injuries through accidents
- Suicide
- Civil disturbance

GUIDELINES FOR MANAGING A CRITICAL INCIDENT

Details of how to manage a critical incident will be contained within the school's Critical Incident Plan. Please note that we choose not to make this information public.

THE CRITICAL INCIDENT TEAM (CIT)

The wearer of the CIL jacket adopts the leader role in a critical incident. This would usually, but not exclusively, be the first member of leadership to the scene. If appropriate, after liaison, the CIL may change.

Mr A Cliffe: Headteacher

Mr D Cole: Deputy Headteacher

Mrs E Bentley/Mrs A Beecher: Assistant Headteacher

Mrs K Bradshaw: Business Manager

Mrs L Darling: Assistant Headteacher

Mr S Donald: Assistant Headteacher

Mr R Oakes: Assistant Headteacher

Mrs S O'Neill: Assistant Headteacher

Mrs P Whitehead: Assistant Headteacher

Mrs E Fletcher: Headteacher's PA (acts as conduit for communication)

Mr K Simpson: Facilities Manager (assists leader/remains at school)

All members of the team have a copy of the plan at home and at school and are aware of their roles within it.

Prepared by: A Cliffe / K Bradshaw	Date: May 2016
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