

Critical Incident Policy

This document forms part of the school's overall Health and Safety Policy and Procedures. Fire Evacuation Procedures are the subject of a separate document. It addresses the personal safety of pupils, staff and visitors in the event of an emergency/critical incident. In the event of the Head of School's absence from school, their responsibilities described below, will be passed on utilising the following hierarchy:

Assistant Headteachers (we have three) —> SENCO —> Teacher

Critical Incident Procedures

A critical incident could be one of the following:

- A natural disaster (e.g. severe flooding, strike by lightning)
- An accident involving serious injury or death in school or pupils out on trips
- Serious damage to part of the school or its grounds
- A health hazard (e.g. toxic fumes, disease epidemic)
- Neighbourhood incident
- A bomb scare
- Violence from an intruder on the premises
- Animals on the premises
- A child running away from school
- Incidence of bullying that reaches the media
- Accidents out of school
- Allegations about a teacher which reach the media
- Complaints about a pupil(s) which reach the media

Attendance Procedures

Children arriving after the start of the school day, but before 9.15am, are recorded on the register by the Learning Mentor, after which time, a full-school evacuation report will be printed. Children arriving after 9.15am will be signed in at the school office and the register updated accordingly. Children who go home or attend a medical appointment during the day will be signed out by the school office. Any child who feels unwell during the school day or whose parents have asked if they may stay in at playtimes, will stay at the front of school where they can be clearly seen by staff.

Key Stage 2 classrooms are supervised by a staff member during playtimes.

Security

The main entrance to school has a security system, which is operated from within the school office.

All staff will wear a whistle when on duty on the yard.

All visitors to school must sign in, via the electronic signing-in system. An identification sticker will be issued, which must be worn throughout the duration of the visit. Pupils and staff are prompted to look and see if a stranger to school is wearing an identification sticker. Staff wear ID badges.

The driveway gates are operated electronically and access is for staff and deliveries only. Access gates around the school site are locked throughout the school day.

Evacuation Procedure

In the event of an evacuation, the following will be taken from the Office:

- Full-school evacuation report from electronic visitor entry system

Staff and pupils are to evacuate the buildings following the guidelines in the Health and Safety Fire Regulations Policy. Where possible, pupils' inhalers/medication should be taken out.

If the evacuation is for a reason other than fire, staff will be alerted via word of mouth. A member of the office Staff will telephone the Foundation Stage Unit to inform them of the evacuation. When the message is conveyed; a member of the office staff or senior management team will phone the emergency services. Staff will check that neighbouring classes and offices have received the message as appropriate.

When contacting the emergency services the following information should be relayed:

1. Your name.
2. Your telephone number that you are calling from.
3. The School's name and address.
4. Details of the incident.

If re-entry into the Office is impossible and a telephone call to the emergency services was not made beforehand, the Senior Administration Officer/Head of School/Assistant Head will make the call.

In the case of an emergency evacuation, pupils with SEND will be the responsibility of their support assistants or in their absence the class teacher.

The arrangements for an evacuation are that teachers will put on a high-visibility vest, available from their classroom. Evacuation from school will be via the front gates, proceeding through the nature area to Banbury Road and onto Newhall Road. Teaching Assistants will position themselves at the road junctions to ensure safe crossing where appropriate. The evacuation site is the green on Newhall Road. At the

evacuation site, the class teachers will stay with their pupils. An evacuation is practised each term.

Where it is appropriate, parents will be contacted and asked to collect their children. Pupils will only be released to the person who normally collects them from school.

Parents/carers will be informed of any emergency, as appropriate.

The Head of School, or in their absence the Senior Staff member present, will liaise with the Emergency Services and the central Trust staff.

Only the Trust staff can speak to the press. School staff are advised to refer the press to Pontefract Academies Trust personnel.

Staff going home at lunchtime should sign out/in.

Incident Outside the School Building

Should there be an incident, i.e. a serious accident, on school grounds, we would operate the end of playtime procedure:

All members of staff will wear a whistle on yard duty.

- **Ring the bell, pupils stand still.**
- **Pupils await instructions.**

One of the school's first aiders will administer the appropriate first aid. A member of staff will telephone the emergency services.

All pupils must be able to see staff on duty. If they are unable to see staff on duty, they are out of bounds.

If a pupil has an accident while out of school on a trip, they will first be taken to hospital by ambulance and parents will be contacted. School will not wait for permission from parents before taking this action.

If a child runs away from the school the following procedure will be adopted:

1. Member of staff alerts other staff
2. Police phoned
3. Parents phoned

The school operates a 'no chase' policy but a member of staff will follow at a discreet distance if possible, alerting the school to the child's whereabouts via a mobile phone.

Visits

All visits out of school will have a trip proposal and the necessary risk assessments carried out before the day of the visit. This will be given to the Head of School for approval. All supervising adults on trips will be acquainted with the contents of the risk assessments.

Intruders

If an intruder appears on the yard, the members (at all times, there will be 2 members of staff in the yard) of staff on duty will:

- If appropriate try to ascertain the identity of the intruder.
- The other member of staff (not with the intruder) rings the bell to assemble the children and evacuate the playground as normal.

Incident inside the School Building

If an intruder enters the building the general principle is to isolate the areas not affected (locking doors where possible). The member of staff will alert other members of staff. The emergency services will be contacted.

If a pupil has an accident inside the school building, where necessary, an ambulance will be called for and parents will be contacted. School will not wait for permission from parents before taking this action.

Staff will not transport pupils to hospital but may accompany a pupil in the ambulance, if parents cannot be contacted.

Staff will only transport pupils to hospital in a private vehicle as a last resort. Two members of staff will accompany the child in a fully insured vehicle.

Staff must complete an Accident/Near Miss form (available from the office).

Flu Pandemic

In the case of a Flu Pandemic the school will follow the guidance issued in the DCSF document 'Planning for a Human Influenza Pandemic'. The following is a summary of the school's position in relation to this guidance:

In the case of a flu pandemic the school will wait for guidance from the Government through Local Authority channels of communication on whether to stay open or not.

The school will positively encourage staff members who are ill not to come into school. Should the Head of School be ill, responsibility for the school will pass to one of the Assistant Headteachers.

The school will do its best to remain open, including the reorganisation of classes, however in the event that there are insufficient qualified staff to run the school safely the Head of School (or in the case of the Head of School's illness, one of the assistant heads), will contact the Trust for further advice.

If for any reason the infection control within the school cannot be maintained, the school will have to close. All staff will be provided with an up to date staff contact list.

It is the Head of School's responsibility to communicate with staff.

The key public health message in a pandemic if you do catch flu, are:

- Stay at home and rest
- Take medicines such as aspirin, ibuprofen or paracetamol to relieve the symptoms (following the instructions with the medicines). Children under 16 must not be given aspirin or ready-made flu remedies containing aspirin.
- Drink plenty of fluids.

You can reduce, but not eliminate the risk of catching or spreading influenza during a pandemic by:

- Covering your nose and mouth when coughing or sneezing, using a tissue when possible
- Disposing of dirty tissues promptly and carefully – bag and bin them
- Avoiding non-essential travel and large crowds wherever possible
- Maintaining good basic hygiene, for example washing your hands frequently with soap and water to reduce the spread of the virus from your hands to your face, or to other people.
- Cleaning hard surfaces (e.g., kitchen worktops, door handles) frequently, using a normal cleaning product

Emergency Services Numbers

Police, Fire, Ambulance **999**

Evacuation Check List

Teachers should have:

- Whistle
- Pupils' inhalers, etc (if possible)
- Mobile phone (if possible)

School Administrators should have:

- Print out of staff/visitors, taken from electronic signing-in system
- Evacuation list, taken from electronic attendance register on pupil database

Procedure:

- Phone emergency services
- Evacuate
- Assemble at designated point
- Register pupils
- Contact parents
- Toileting/Refreshments if possible