



LONGTON LANE PRIMARY SCHOOL

A place to learn, a place to achieve, a place to enjoy.

Critical Incident Policy

(Adopted from the LA recommended policy)

RATIONALE

Although the school takes all steps to ensure all actions are carefully planned and risk assessments are carried out for all trips, there are occasions when unforeseen events occur.

This policy sets out guidance for staff if faced with an incident.

UNAVOIDABLE INCIDENTS ON TRIPS

All school trips are planned in line with the Educational Visits Guidelines. Staff are aware that all steps must be taken to ensure that children are safe at all times. There may however be a number of incidents, which occur that may affect the trip and need unforeseen steps to be taken. These range from illness or accident to a child or member of staff or problems with transport.

If an incident occurs the following steps should be followed:

1. There must always be more than one member of staff on a visit, with a named lead person.
2. Whenever possible staff should carry a mobile telephone.
3. The lead teacher must establish the nature and extent of the emergency.
4. The lead teacher must make sure all members of the party are accounted for and are safe.
5. If there are injuries immediately establish their extent and administer appropriate first aid.
6. Establish the names(s) of the injured and call which ever emergency service is required.
7. Inform other party staff of the incident and that the emergency procedures are in operation.
8. The Head Teacher should be informed immediately of the extent of the incident and any action taken.
9. Wherever possible a member of staff from the party should supervise throughout and arrange for the early return to school.
10. If any members of the party require hospital treatment, an adult should accompany them. If appropriate a second staff member should remain and liaise with the emergency services until the incident is over and all pupils are accounted for.
11. All contact is to be controlled by the Head Teacher; no pupil should be allowed access to the telephone. The Head teacher or Chair of Governors will control all contact with parents or media.

DELAYS TO TRIPS

Sometimes problems occur to the timing of trips due to hold-ups or breakdowns.

1. Any delay to a trip must be reported to the school as soon as possible. If the delay will result in late arrival home of more than 15 minutes, the Head Teacher or Admin Officer will make contact with parents, via the text messaging service or phone call.
2. If problems occur on the outward journey the lead teacher must either contact the proposed venue to inform them of the delay or cancellation, or the school so they can inform the venue. The lead teacher will make decisions as to whether the visit can continue with changes or if it has to be aborted. The Head Teacher should be informed of any changes to the itinerary.

UNAVOIDABLE SCHOOL CLOSURES

The school will endeavour to give parents as much notice as possible of any necessary closure. The school will remain open if at all feasible. Should it become necessary to close the school the following steps will be taken:

CLOSURE DURING THE SCHOOL DAY

1. St Helens Council will be informed immediately (Property Services, Director and Senior assistant director).
2. If school premises are unsafe, the children will be walked to the other building / local church if both buildings closed.
3. Notices will be placed on all entrances informing parents from where pupils may be collected.
4. Parents will be contacted using text service, email and telephone
5. Children will only be allowed to leave with their parents or an adult authorised by the parents.
6. Staff will remain on site until all pupils have been collected.

LESS THAN 24 HOURS NOTICE

1. St Helens Council will be informed (Property Services, Director and Senior assistant director).
2. If the school is to be closed the following day, children will be issued with a letter explaining the reasons why and how long the closure will last. Details on how parents will be informed of the re-opening will be outlined in the letter.
3. If the school closure takes place overnight or during a weekend, parents will be informed via the website, answer machine, press office and notices around the school exterior.

ADVANCE NOTICE OF CLOSURE

Any problem that may result in the closure of the school a few days hence will be discussed with St Helens Council before any final decision is made. All efforts to keep the school open will be taken and other possible venues will be explored.

CRITICAL INCIDENT

Critical incidents are rare and varied. Each incident is different. If such an incident occurred at Longton Lane school, staff will follow the guidelines and seek assistance from the LA. Often such incidents will require an immediate response from staff before help can be sought. In such cases staff will:

1. Aim to remain calm and controlled.
2. Ensure pupils and other staff are safe and if necessary isolated.
3. Contact with emergency services will be made (if required).

In all cases a log of events will be maintained.

The Chair of Governors will be informed as soon as possible and the LA kept informed.

CRITICAL INCIDENT PLANNING – GUIDANCE FOR SCHOOLS

Incident Management team

- Headteacher
- Deputy headteacher
- Office Manager

Substitutes may be required to cover absences. Additional staff may be needed depending on incident.

Immediate action

- Headteacher to be informed
- Incident team meet
- Gather information
- Assess continuing risk
- Headteacher briefs team

Headteacher

- Contact St Helens Council and agree support required (initially property services)
- Inform Chair of Governors (Moirá Dickinson) 07460 863885
Director's Office (Andy Dempsey) 01744 675933
- Liaise with emergency services
- Review progress with team

Deputy headteacher

- Inform staff
- Inform pupils, as appropriate

Administrative officer

- Answer incoming calls
- Divert Press to press office
- Receive parents coming to school

Telephone numbers

Director CYPS Susan Richardson 01744 675933
St Helens emergency out of hours 01744 456728 (Security)
St Helens Council press office 01744 676166 (Chris Cahill)
Property Services 01744 01744671867/9 (Jo Tully)
St Helens Council Health & Safety Team 01744671722

General telephone numbers

Fire and Rescue Service 999
Local police 101 (St Helens)

Gas— 0800111999
Electricity - 08001954141
Water - 08457462236
Local radio : contact Press office

Other useful telephone numbers

School nurse 01744 733501

Whiston Hospital 01514261600

Post incident action

- Incident team review procedures
- Debrief staff and pupils
- Write report as appropriate
- Consider post incident counselling

Policy Dated 13.10.14

Review due Autumn term 2017

Signed Chair of Governors_____Headteacher_____