

## **Looe Community Academy Trust**

### **Critical Incident Policy - December 2013**

1. A critical incident is defined as an emergency affecting students, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the Academy's own leadership team during the day-to-day running of the Academy. Critical incidents may involve students, staff, the Academy site, the local community or essential infrastructure.
2. Examples of a critical incident include:
  - Death, serious injury or potential health issues affecting Academy staff or students on the site or in the community
  - A serious accident or tragedy in the Academy or the community
  - Serious damage to the Academy through fire, flood, vandalism
  - The disappearance of a member of the Academy community
  - A physical attack on a staff member or student
  - Intrusion into the Academy
  - A bomb alert, an accident, a major chemical leak, the collapse of a building or a weapon attack
  - An accident away from the Academy during an educational visit
3. Aims of the policy:
  - To provide support to all on site affected by the incident
  - To maintain the normal running of any parts of the Academy not affected
  - To help staff and management react quickly and effectively and to maintain control of the situation
  - To establish a set of procedures and guiding principles for staff to follow
  - To establish the appropriate response to extremely dangerous, possibly life threatening situations
  - To help the Academy community return to normality as soon as possible and limit the affects of the incident on staff and students
4. Emergency Senior Leadership meeting. The Senior Leadership Team will meet in emergency session to discuss the situation and set in place a contingency plan, calling a meeting of the Critical Incident Management Team (CIMT).

5. Critical Incident Management Team (CIMT). The CIMT will consist of the following personnel:

- Headteacher
- Deputy and Assistant Headteachers
- Business Manager
- Admin Manager
- Site Manager

The CIMT may co-opt other members of staff to assist them, should they deem it necessary.

The Headteacher will act as Team Leader of the CIMT, or in her absence the Senior Deputy, who must initially decide on the level of response needed, alert all team members to the crisis, convene a meeting of the team, delegate and co-ordinate tasks of the other team members who, as necessary, will:

- Alert the Local Authority;
- Arrange for any media communication (via LA press office)
- Liaise with Chair of Governors
- Liaise with parents/carers
- In case of bereavement, liaise with the bereaved family
- Contact Emergency support services
- Brief and advise the staff and students and note their feelings and concerns

6. Administration arrangements. Staff will be reminded to keep a log of all contacts, decisions and actions. At least one phone should be kept free for outgoing calls (e.g. attendance line). In the event of an accident, the procedure as outlined in the 'Accidents' section of the Academy's Health and Safety policy will be followed. In the event of Academy closure the procedure as outlined in the Academy Closure Procedure will be followed.

7. Confidentiality. The Academy is conscious of its responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of any public statements.

8. Incidents occurring out of hours:

The site is supervised during term time from 08:00 until 18:00 and the site staff operate a rota for emergency call outs. Any out of hours incidents on site will be dealt with by the site staff who will inform the Headteacher or SLT member if necessary.

Every educational visit taking place outside of normal Academy hours has a member of the Senior Leadership Team on emergency call throughout the duration of the visit. In case of emergency the Party Leader will make contact with the nominated member of the SLT who will then contact the Headteacher, if necessary. It is a requirement of all educational visits that the next of kin contact details, for all participants, are left with the SLT emergency contact.

9. Evacuation procedures. If students are to be evacuated immediately from the building, the fire alarm will sound and normal evacuation will take place. Every effort will be made to communicate clearly with students in order to ensure a safe orderly and speedy evacuation of the building. In exceptional circumstances staff and students will be directed to the Academy field for the register to be taken. If students are to be sent home, but are in no immediate danger, dismissal will follow from muster stations, following emergency communication with parents and carers.

10. Longer term plans. A serious incident may have repercussions over many months. Consideration will be given to arrangements for days two and three, when students may know more about what happened, and when staff may be exhausted and may need additional support.

11. Practical preparation. The CMIT will ensure:

- The existence and whereabouts of the Academy Site Plan (map) are known to all staff
- An identified member of the Academy staff is responsible for keeping the plan up to date
- Staff should know their roles, which should be rehearsed by desk top exercises
- Location of Academy's own accurate and updated contact list is located near to the phone in case it becomes necessary to activate the critical incident plan (Academy Senior Leadership Team; governors; local community leaders, etc)

12. Summary. It is recognised that it is impossible to plan in detail for an unscheduled incident. However, by following the procedures laid down in this policy it is intended to minimise the danger and disruption to the Academy, its students and staff.