



## Lapworth CE Primary School



### Policy for Critical Incidents

(also see 'School Security' policy)

At Lapworth CE Primary School we aim to be able to prepare for a variety of unexpected critical incidents by following guidelines provided by Warwickshire County Council through our 'School Security' policy.

***By Critical Incident we mean the sudden and unexpected occurrences which no-one wishes to think about. Sudden death, acute illness or serious injury of one or more children, parents, staff, or threats to our immediate safety such as may be posed by bomb threats or aggressors.***

We are aware that in unexpected circumstances familiar guidelines need to be followed so that the structures in place reflect the normal systems in for responsible management of the school. In this way unnecessary hysteria and mistakes made in the heat of the critical moment are avoided.

Within our Critical Incident Management Team (CIMT) specific roles are allocated. This helps vital information to flow rapidly from people who need to know to others who also need to be aware of the situation. The CIMT consists of the Headteacher, the Chair of Governors, and the Teacher in Charge in the first instance. Should the Headteacher be unavailable, then the Deputy Headteacher will fill this role.

All are regularly reminded of the ***staged procedures*** which we will adopt in response to a critical incident by reading and going through the implications of following the action points below ideally in the first few staff meetings of the new Academic Year. This reminder of procedure is just as vital as the Resuscitation Training and Child Protection Training also needed each year.

In the School Development Plan we aim to update staff training to identify need for clarity in areas such as physical intervention with children, Dealing with Loss, and Fire Practice. These are all procedures which are important but seemingly peripheral to our day-to-day concerns but they are vital.

#### The Action Points.

##### Immediate Response

1. Gather information
2. Call a meeting of the CIMT
3. Establish a pathway for phone use and for dealing with enquiries
4. Contact families and the Diocese.
5. Prepare general information for all parents, staff, governors
6. Brief all school staff and governors
7. Brief pupils
8. Brief the media after consulting with the county press office at the earliest convenience.

**Issues which need to be dealt with less hurriedly**

1. Ensure continuing support for all pupils, staff and relatives who are involved in the incident
2. Discuss and agree a focus for expressions of sympathy
3. Bring together as much information as possible in an information bulletin.

**In the Longer Term**

1. Share information and advice about what has happened
2. Acknowledge the consequences of the event on Children, staff and others.
3. Provide opportunities for pupils and staff to express their personal reaction to what has happened and to talk about it.
4. Consider the overall response of the school
5. Try to re-establish normal routines.

We hope that by taking the help and support which the Church and Local Authority should make available to us we will be in a strong position to respond well in difficult circumstances in what can be very emotional and stressful situations. No-one can legislate for the unknown, but we hope that by having clear procedures and clear lines of responsibility that we will be in a better position to do the right thing if the time comes. We trust this policy will never be tested.

This policy will be reviewed in three years.

Signed:

Date:

