

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL
Response to Critical Incidents Policy

Date	Review Date	Coordinator	Nominated Governors' Committee
29/11/2016	Autumn Term 2017	D Nield	Finance & Resources Committee

We acknowledge that we have overall responsibility to ensure that swift and appropriate action is taken the moment that the school is made aware of a critical incident, including appropriate communication with parents, pupils, the Local Authority, the Diocese and other relevant bodies.

In order to fulfill this responsibility we will ensure that the school has in place procedures, following guidance from the Local Authority, to deal with any critical incidents involving staff, pupils or school visitors either on school premises or on educational visits. For example:

- A serious accident to a child or adult within school or out of school
- The death of a student or member of staff through natural causes
- Violence or assault within school
- A school fire or explosion
- Abduction of a student
- An illness such as meningitis or flu pandemic in the local community
- Injury or death on a school journey or visit
- Civil disturbances outside of school
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Aims

- To have in place accident and emergency procedures to deal with critical incident that takes place at school or on an educational visit.
- To review and update this policy in line with current best practice.

Procedure

Role of the Governing Body

The Governing Body has:

- delegated authority to the Governors' Finance & Resources Committee to review and approve this policy and to liaise with the Headteacher and other members of the Senior Leadership Team regarding issues arising from the policy;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- delegated power and responsibility to the Headteacher to develop, review and update a Critical Incident Management Plan.
- responsibility for ensuring funding is in place to support this policy and the associated Plan;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governors' Finance & Resources Committee;
- ensure that members of the Senior Leadership Team receive training in critical incidents management.
- provide, review and update a Critical Incident Management Plan document for all school personnel;
- ensure that all school personnel are aware of the above document;
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury
 - acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses
- report to the Local Authority immediately of any incident involving significant personal injury that:
 - occurs at school
 - occurs off site
- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;
- monitor the effectiveness of this policy;
- annually report to the Premises Committee on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the review of this policy in line with current 'best practice';
- work closely with the Headteacher and the Governors' Finance & Resources Committee;
- Ensure that all staff are made aware of the Critical Incident Management Plan upon induction and when the need arises;
- keep up to date with new developments and resources;
- ensure that risk assessments are undertaken when required;
- review and monitor this policy and annually report to the Governing Body on its success and development.

Role of the Governors' Finance & Resources Committee

The Governors' Finance & Resources Committee will:

- work closely with the Headteacher and the Coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body on any issues regarding this policy.

Role of School Personnel

School personnel must:

- comply with this policy and the Critical Incident Management Plan;
- attend relevant training if requested to do so;
- know what to do in the event of a critical incident;
- ensure the safety of all pupils and other members of staff.

Role of Pupils

In the event of an emergency pupils will:

- listen carefully to and act upon all instructions given by their teacher or other members of the school staff;
- Keep calm ask for further help if they do not understand;

Approved by Governors' Finance & Resources Committee on 29th November 2016

- Encourage other pupils to keep calm and follow instructions.

Critical Incident Management Plan Document

The Critical Incident Management Plan document is based on the Local Authority Model and includes:

- Aims
- Information on Incidents and Reporting
- Definition of a Critical Incident
- Critical Incidents Team composition
- Disaster Management Roles and Responsibilities
- Procedures
- Action Plan and Timings
- Guidelines about Managing the Media
- Recovery Management
- Contact lists the Local Authority, other outside organisations and the School's Critical Incident team.
- Governor and Staff Cascade lists.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as and of end of half term newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the Governors' Finance & Resources Committee.

Linked Policies and Procedures

▪ Critical Incident Management Plan	▪	▪ Responsibilities and Procedures to be followed in the event of a Critical Incident.
▪ Health & Safety	▪	▪
▪ Risk Assessment	▪	▪