Critical/ Serious Incident Policy

Policy version	Frequency of review	Date Ratified	Ratified by	Actions/Amendments/ Comments.	Next compulsory review date
July 2022	Annually				July 23

Introduction

The handling of crises and incidents is a normal part of school life, but some incidents are of a critical/ serious or more overwhelming nature. This policy sets out how Wapping High School is as prepared as it can be to cope with critical incidents.

Purpose

1. To provide guidance and a response and recovery plan for use should a critical/ serious incident occur.
2. To encourage and support pre-planning.
3. To help reduce the impact of an incident.
4. To provide a pre-planned course of basic actions.

For definition, Critical/ Serious incidents are those likely to cause:-

Death or serious injury

Immediate or delayed emotional reactions in large numbers of staff, students and parents surpassing their normal mechanisms to cope

Serious disruption to the normal running of Wapping High School

Significant media attention for Wapping High School

This policy is not intended to be overly prescriptive or to attempt to cover all possible events. In a crisis, the central objective is to safeguard students and staff, ensure the Headteacher/equivalent or SLT in their absence, establishes early control in partnership with appropriate other agencies, minimise disruption, and recover a full and normal educational programme as quickly as possible.

Roles and Responsibilities

The Governing Body and Headteacher must ensure that all appropriate preventative measures are taken to minimise the risk of a critical incident occurring:

- Fire precautions as required under the Fire Precautions (Workplace) Regulations
- Maintenance of fire fighting and first aid equipment
- Maintenance of smoke detection and fire alarm systems
- Maintenance of staff duty rota and other similar preventative systems and protocols designed to proactively keep everyone as safe as possible whilst on site.
- Appropriate insurance and liability policies
- Child Protection Risk Assessments
- Health and Safety at Work Workplace Risk Assessments

- Infection control procedures
- Compliance with other relevant national guidance/approved codes of practice e.g. policy on outdoor education, educational visits, KCSIE and Safeguarding.

The Headteacher/equivalent, or SLT member in local charge, with the support of any Critical/ Serious Incident Team members, is expected to:
- Co-ordinate the overall response to the incident
- Re-establish education and administration processes as quickly as is safe to do so.
- Inform the necessary authorities, appropriate with regard to the nature of the incident, and the Chair of Governors.

Contact details for members of the Critical Incident Team are shown below and will be updated regularly.

Critical/ Serious Incident Response

There is no rigid formula for responding to incidents – this depends on the nature and scale of the incident. Accurate records must be maintained of all decisions, actions and expenditure to assist cost recovery and to inform post-incident debriefs. Once convened, Wapping High School's Critical/ Serious Incident Team will meet regularly to review their actions and provide ongoing support for those directly and indirectly involved in the incident.

Wapping High School's reaction to a critical/ serious incident can be divided into the following categories:

      a) Immediate action
      b) Short term action
      c) Medium term action
      d) Longer term action

a)   Immediate action:

• Assess the situation
• Remove people from danger
• Make sure other people are safe and looked after
• Arrange first aid for casualties
• Call the emergency services or Police School Liason Officer (see below) as required and provide the following information:

1. Precise location (including postcode)
2. Description of the incident
3. Time of the incident
4. The number of casualties
5. Report any missing persons
6. Nature of injuries
7. Total number in the party (if an off-site visit)
8. Your name and telephone number
9. Relay information to Wapping High School's SLT. (See contact details below)

• Co-ordinated support will be available to Wapping High School from local services and it is practical to contact them immediately
• If the incident involves the police, they will take control of certain management issues
• Allocate responsibility for dealing with the media (usually delegated to the Headteacher/equivalent)

b)   Short-term action

• Reunite students with their families
• Manage/support staff
• Identify strategies for helping students cope with the situation

• Debrief staff, students and parents & carers as appropriate to clarify, share information, mobilise resources/agencies for support
• Formal and informal recognition of rituals – hospital visits, special assemblies, memorial services etc
• Re-establish routines

c)   Medium-term action
• Reintegration especially where staff or students have had long absences following an incident
• Consultation with professionals for support – e.g. Educational Psychologist, bereavement care or similar services.
• Communication – keeping students/staff/parents informed
• Ongoing support for those involved both directly and indirectly

d)   Long-term action
• Monitor the vulnerable
• Mark anniversaries
• Consider curriculum implications
• Legal processes – can often prolong the recovery process

Critical Incident Team – Contact List

Overall Lead Critical Incident Manager. Mr Tom Raw, Head of School

Lead Critical Incident Manager. Mr Will Overill, Assistant Headteacher and DSL.

Notable others:

Ms Nicolette Sorba, Deputy Headteacher

Mr Jonathan Palmer, Deputy Headteacher

Mr Mohammed Ali, Head of House

Ms Jessica Overare, Head of House

Mr Gary Nelson, Executive Headteacher

Metropolitan Police School Liaison Officer, PC Neil Reynolds.

Dr Kerstyn Comley, Chair of Governors

The school telephone number is 0203 597 3670 or contact the school by email on enquiries@wappinghigh.org

Signatories

Executive Headteacher	Gary Nelson
Chair of Governors	Dr Kerstyn Comley
Date:	Ratified June 22.