Southend SCITT Critical Incident Management Policy

Policy Aim: To have a prearranged Committee and procedures in place in order to be able to manage the effects of a traumatic event or emergency.

A Critical Incident Management Team (CIMT) has been formed at Southend High School for Girls comprising of: - The Headteacher, the Senior Leadership Team, the Chair of Governors together with the Chair of the Premises and H&S Committee, the Chair of the Finance Committee, the Premises Manager, Governor Mr C Aarons, the HR Manager and Headteacher’s Personal Assistant.

Southend High School for Girls (SHSG) is the lead school within the Southend SCITT network of schools. This policy will be implemented in the event of a critical incident only at the SHSG premises.

Each Southend SCITT partnership school will have their own Critical Incident Management Policy which will be implemented in the event of a critical incident on their premises.

The Southend SCITT consists of the following network of schools:

- Belfairs Academy
- Cecil Jones Academy
- Chase High School
- Fitzwimarc School
- King Edmunds High School
- St Bernard’s High School
- St Thomas Moore High School
- Shoeburyness High School
- Southend High School for Girls
- Southend High School for Boys
- St Martin’s
- The Eastwood Academy
- Westcliff High School for Girls
In the event of an emergency at SHSG, the SHSG CIMT team will assemble to assess the effect of the critical event on activities, and will implement the responses set out in this policy. The decision to assemble the team will be taken by the Headteacher, or in her absence by the Chair of Governors. In need the Committee may request assistance from Southend Borough Council’s Emergency Planning Officer.

Following an emergency or critical incident the CIMT should:

- Meet at the earliest opportunity to plan and agree a suitable response to the critical incident.
- Agree a schedule of progress meetings to manage the situation.
- Decide how and when the school can function safely, in need after the implementation of special or temporary measures.
- Liaise with: - council representatives, insurers, students, staff and parents.
- Appoint a suitable press spokesperson.
- Appoint contractors and / or individuals to undertake remedial procedures.
- Liaise with the Emergency Planning Officer and /or insurers to arrange for temporary office and or school accommodation.
- Establish a suitable office base for key personnel with computer and telephone access from which CIMT can oversee remedial progress.
- Record details of the event in writing.
- Monitor remedial progress.
- Review the incident to learn lessons and to prevent a reoccurrence.

**Emergencies**

In a situation involving the attendance of Emergency Services, the service’s Senior Operations Officer will assume control of the immediate incident circumstances and determine the course of any actions to be taken. At all other times the Headteacher or next most senior member of staff will direct on-site activities.

**Responsibilities**

Emergency procedures must be explained to trainees during their induction. Other critical incident training will be provided to key individuals as appropriate.

The Southend SCITT lead school, SHSG, has an established Health & Safety Policy. In the event of an emergency evacuation, each teacher is responsible for ensuring that his/her class exits the building immediately and form tutors are responsible for registering their tutor groups at the assembly point on the front lawn. Senior members of staff are appointed to register teaching / administrative staff and visitors.

**Evacuation from the SHSG school site**

If evacuation of the whole school site becomes necessary people would in the first instance be evacuated to the academy’s neighbour, Prospects College. Parents would then be contacted and communications made with the LEA.
If needed an ICT technician will be appointed to retrieve vital computer data and/or to reinstall data from back-up stored with Capita Plc.

**Dealing With Trespassers, Intruders and Threatening Behaviour**

If it becomes clear that a person is trespassing or causing a nuisance, they should be asked to leave the school, and the Headteacher or Bursar should be notified immediately. If he or she refuses to leave when asked, the Headteacher, Bursar or senior member of the office staff will summon police assistance.

**Loss and Bereavement**

The circumstances of a death at the Southend SCITT lead school, SHSG, the school will determine the appropriate response to it.

An individual death through accident or illness would be very personal to the school. The Headteacher at SHSG will inform their Chair of Governors and staff. The extent of involvement of any pupils will be determined by the Headteacher. It will be the responsibility of the Headteacher to inform the Police, Local Authority Emergency Planning Officer and to fulfil RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) obligations in the event of a death, accident, or major incident.

It is envisaged that a Police officer would notify the parents of a child’s death and that the Headteacher will contact the parents of survivors of an incident involving several children. In the Headteacher’s absence, this would be the responsibility of the Deputy Headteacher or another member of the SLT.

In the event that a student suffers a personal loss the Headteacher will arrange for an appropriate level of pastoral support to be provided by the school.

When changes occur in a child's home circumstances, (e.g. family break up, death of a relative, etc.) the child's feelings will be dealt with sensitively by their form tutor and/or the Head of Year. These teachers will keep other staff informed if appropriate.

**Accidents occurring on a School Trip**

Trip risk assessments must always be completed by the tour organiser and independently assessed by the Deputy Headteacher prior to a student trip commencing involving SHSG students. Overseas and overnight trips must be authorised by the Board of Governors. In the event of a trip group experiencing an emergency the Trip Leader will communicate directly with the pre-designated SLT contact, who will be responsible for advising the Headteacher and, if necessary, the school’s insurers, police and the Emergency Planning Officer.

The Trip Leader, or another supervising adult as appropriate, will be responsible for the immediate welfare of the children not involved in the incident.
The Headteacher or in her absence the Deputy Headteacher or SLT contact will be responsible for notifying the Chair of Governors and the parents of the children involved.

Trainees are to refer to the Critical Incident Management Policy of each individual Southend SCITT partnership school if organising a trip at one of the Southend SCITT partnership schools.

Response to Accident and Injuries

Southend SCITT Trainees, Staff and Governors should be aware of the procedures laid down in the Southend SCITT lead school, SHSG, as well as their host and placement partnership school’s Health & Safety Policy (including RIDDOR) for dealing with situations such as accidents and / or injuries to pupils and staff which could result in a claim for negligence and damages against the Headteacher, a member of staff or the Governing Body.

The school’s insurers must be notified at the earliest opportunity.

If an accident or injury occurs, no member of staff including the Headteacher, or Governors should make any comment, either orally or in writing, which could be interpreted as an admission of liability.

Contact with the Media

CIMT members will decide on the appointment of a suitable spokesperson. If circumstances lead to media involvement, the Headteacher will be responsible for issuing any statement.

Southend SCITT Trainees, Staff and Governors must not comment but refer the press to the appointed person or Headteacher. The Committee will decide whether to display information about the event on the school website.

SHSG as an Emergency Rest Centre

The school has agreed with Southend Borough Council that in the event of a major regional emergency the school premises may be used as a Rest Centre. In such an event, CIMT will convene to assess how best the school can cooperate with council officials to assist refugees. A decision as to whether school operations could continue or whether these would need to be suspended would also be considered.

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