

**Ullesthorpe C of E Primary School  
Critical Incident Policy P1**

**Signed by the Governing Body:**

**Agreed by the Governing Body: October 2017**

**Review date: Autumn 2020 or earlier if required.**

**1 Introduction**

1.1 In responding to an incident, the aim should always be to ensure:

- Rapid and appropriate action is taken.
- Accurate information is provided.
- Normal school routines are maintained as far as possible.
- Immediate, sensitive and non-intrusive support is offered.

**2 Definition**

2.1 An incident becomes a critical incident when it constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of the school operating under normal conditions, and requiring the assistance of the emergency services and the Local Authority or others.

2.2 Examples of such incidents include;

- Death or serious injury
- Major fire
- Building collapse
- Riot or civil disorder
- Natural or man-made disaster
- Terrorism
- Missing persons / abduction

2.3. These incidents might occur:

- On the school site during school hours
- On school transport
- Whilst pupils are taking part in activities away from the school site
- On school premises as part of after school activities
- Within the local community involving pupils from the school

2.3 Using this definition as a basis for decision making, an incident is declared to be a critical incident following consultation between the person(s) managing the incident within school and the senior officer within the Trust. If there is doubt, it is better to consult and err on the side of caution and declare an incident critical.

**3. Dealing with an incident**

- Contact the emergency services immediately.
- Deploy staff as necessary to manage the situation and ensure the safety of all concerned.
- Contact the appropriate support services at the LA.
- The Headteacher or next most senior person should keep a simple log of all events and actions.
- Communicate with the emergency services and local authority using the fax line or mobile phone leaving the main line free for incoming calls from parents.
- Inform the chair of governors as soon as possible.
- Keep a detailed log of callers (date, time, number and name) and check against school records to determine who might still need to be contacted.
- Contact parents promptly by person, telephone or police depending on the nature and scale of the incident.

**4. Evacuation of the school**

4.1 Follow the fire evacuation procedures.

**Ullesthorpe C of E Primary School  
Critical Incident Policy P1**

**Signed by the Governing Body:**

**Agreed by the Governing Body: October 2017**

**Review date: Autumn 2020 or earlier if required.**

4.2 Take the safest route to the Village Hall car park or alternatively use The Chequers car park.

4.3 Office staff should bring the following items from the office (Evacuation box):

- A list of all pupils and their contact numbers;
- A mobile phone ;
- Any pupil's medication that is normally kept in the office;
- A torch;
- Universal gate key.

Members of school staff will:

- Check that everyone is present before proceeding to the assembly point.
- Arrange for contact to be made with parents.
- Ensure full supervision of pupils until they are collected.

**5. Lockdown procedures:**

5.1 In the event of a lock down, office staff will inform each building via internal telephone and Class 4 directly.

**CLOSE**

**C** – close all windows, doors and curtains

**L** – lock up

**O** – out of sight

**S** – stay indoors, silent and avoid drawing attention

**E** – endure, be aware you may be in lock down for some time.

If possible, make way to hall, children to be seated in centre with staff surrounding them holding chairs facing outwards.

***See Business Continuity Plan for full details. Also see bomb threat checklist.***