

Garden Fields JMI School, Townsend Drive, St. Albans, Herts. AL3 5RL



CRITICAL INCIDENT POLICY

This policy should be read in conjunction with Children, Schools and Families Guidance: "Critical Incident Recovery Plan For Schools". This file is kept in the Head's Office in the first cupboard to your right on entering the room [alongside the green box files containing details of all the school buildings, electrical and mechanical installations]. A second copy is kept offsite at the Head's home.

Definition of "Critical Incident"

Examples include the following:

- Death or injury to numbers of people
- Extensive damage to property – *likely to cause the closure of the school*
- Contamination of the environment

A dedicated team of professionals is available to help with critical incidents accessed through County's "Education Premises and Sites Unit" [EPAS].

Operational Procedures:

The following suggests a common-sense guide to highlight the key actions necessary in a logical and prioritised sequence. Clearly, this will vary according to the nature and scope of the incident.

A. PHONE 999 IF APPROPRIATE

1. Ensure the physical safety of all those involved in the incident – if necessary by relocating to another venue [e.g. the Music School or Batchwood School].
2. Begin collecting factual information relating to the incident.
3. Phone CSF contact numbers:

Monday – Friday 08.00 – 20.00	01438 737261
Saturday	01438 737261
At all other times	0800 547547

Information to provide:

- That you are calling from a Hertfordshire school
- Garden Fields JMI School, Townsend Drive, St. Albans AL3 5RL
- Your name
- The telephone number that you are calling from
- The nature of the incident

What will happen:

- Confirmation that the emergency services have been activated
- Where serious injury or death is involved the site may be declared a “scene of crime” and will then come under the control of the emergency services
- Appropriate personnel will be sent to GFS by the CSF Major Incident Officer
- Appropriate people will then be notified such as the CSF Director, local County Councillors, Press Officers, Psychological Service, Link Advisor, the County insurers, etc
- A “Control Point” will be established at GFS or nearby
- If appropriate, the HCC emergency mobile control vehicle will be called to the site
- Provision of: emergency accommodation / teaching resources / staffing / transport / specialist advice / recovery of admin processes / dissemination of information – as necessary

4. Contact the Head if he is not in school.
5. Establish a telephone for sole emergency use. This could be a mobile phone. This line should then only be used for outgoing calls and for incoming calls from the LA Contact Officer.
6. Notify the Chair of Governors who will then inform other Governors.
7. Contact the families of all pupils/staff directly involved.
8. Identify a room/area of the school which could be used for breaking news / confidential interviews. [This could be the SMT Room or Staff Room].
9. Brief all staff who are not directly supervising children.
10. Agree a strategy for dealing with press enquiries in liaison with the LA Contact Officer – initial communication through website.
11. Inform the parents not directly affected by email, telephone or letter (as appropriate).
12. Inform the children not directly affected in classes if possible, or by assembly.

13. Hold debrief meeting for staff at the end of the day.
14. Agree a de-briefing and support strategy for pupils and staff with the Educational Psychologist who is supporting.
15. Re-establish education processes as early as possible.

School Recovery Team Members:

School Critical Incident Team Members:		
Chris Jukes	Head	01727 890440
Michelle Cole	Deputy	
Al Green	Business Manager	
Charl deBruin	Site Manager	
Linda Merridan	Admin Manager	
Ros Bryson	Senior Teacher	
Ruth Palmer	INCO	
Simone Kilka-Green	Clerk of Governors	
Clare Milner	Chair of Govs	