

# BENWICK PRIMARY SCHOOL



## Critical Incident Policy

**School Name: Benwick Primary School**

**Date Agreed at FGB: 6.5.21**

**Next Review: May 2023**

**Date shared with staff: 27.5.21**

**Signed: ..... Role: .....**

**BENWICK PRIMARY SCHOOL  
CRITICAL INCIDENT POLICY**

**DEFINITION OF CRITICAL INCIDENT**

Any incident that may happen outside of the normal activities and occurrences of an average school day. Examples of this are:

- Fire
- Flood
- Bomb /terrorist Scare
- Building Collapse
- Intruder
- Absconding of Pupil
- Abduction of Pupil
- Insect Swarm i.e. bees, wasps
- Pandemic

**STATEMENT**

The purpose of this policy is to provide clear guidelines for all staff to be aware of and follow in the event of a 'critical incident' as defined above.

**INCIDENT REQUIRING EVACUATION FROM THE SCHOOL CLASSROOMS, CANTEEN, AND VILLAGE HALL**

1. Class teachers are responsible for evacuating their class from the building by the nearest appropriate exit. To assemble at the furthest practical point on the school playground away from the affected part of the school. In the event of a bomb scare evacuation must be 50 metres away from the school - furthest corner of the school field alongside Cambridge Row.
2. Each class teacher to headcount and take register of own class.
3. Office staff to leave with telephone, registers, pupil's in-out list, visitors book, parental contact list and school field exit gate key. Telephone for emergency services 999 - Fire / Police / Ambulance.
4. First Aider if required - Mrs. Fiore, Mrs. Strong, Mrs Hinde, and Mrs Hinson, Mrs Hay, Mrs Piper,
5. Head to inform office staff to telephone Chair of Governors 07872 428159 and Education Officer **Diane Stygal 07585 881934.**
6. When situation is under control or resolved pupils and staff either return to building OR parents contacted and pupils sent home. If pupils are required to be sent home, office staff to operate contact lists (see below) and parental collection, advising parents on where to pick up children i.e. normal school gates or from school field gate via Cambridge Row.
7. In the event of media interest, the Headteacher to refer direct to County Press Officer 01223 699281.
8. If emergency services need a liaison point in the building, either - Headteacher's Office / School Canteen.

## **INCIDENT REQUIRING EVACUATION FROM SCHOOL PLAYING FIELD**

1. Playground staff to initiate whistle system to get pupils into building.
2. Class teachers to receive pupils into their classes, headcount and register.
3. Telephone for emergency services – 999 Fire / Police / Ambulance
- 4 - 8 As above paragraph

## **PUPIL ABSCONDING FROM PREMISES OR PUPIL ABDUCTION**

1. If pupil location unknown school search initiated as follows:-
  - Head - outside / school grounds
  - TA. - inside premises
  - Class Teachers - own classrooms
2. If pupil not found emergency services contacted by office staff - 999 Police
3. Pupils' parents contacted using all emergency contacts if needed.
4. Inform Chair of Governors - 07872 428159
5. Inform Education Officer **Diane Stygal 07585 881934.**
6. Same press procedures and emergency service liaison points as before.

## **INCIDENT OCCURRING OFF SCHOOL PREMISES - SCHOOL TRIPS**

1. Teachers contact school if incident occurs. Teachers on trip have school mobile phone.
2. Office staff to have list of pupils contact numbers
3. Office staff contact Chair of Governors - 07872 428159
4. Office staff and Chair of Governors to organise parental information base at school.
5. All press enquiries to Press Office or if on site then Chair of Governors to issue statement with advice from school support.

## **INCIDENT REQUIRING CLOSURE OF SCHOOL - FLU PANDEMIC / SNOW**

### **Pandemic:**

1. Take LA advice as to when to close if pandemic in our area. If half of teaching staff absent may have to take decision to close in conjunction with Chair of Governors.
2. If need to close, parents will be informed on local radio and via the school website. Staff will be informed through a phone tree.
3. Should school remain open, extra infection control measures to be put in place. Tissues available which should be used and thrown away immediately and hot water and soap for hand washing. Hard surfaces need to be cleaned regularly as virus remains on them for longest periods. (Covid-19 Risk assessment)
4. Anyone displaying symptoms should be sent home & protocols followed.
5. LA will advise when school can re-open.

6. Attempts must be made to ensure children receive some education at home if closure is prolonged. Remote Education procedures put in to place.
7. Staff are expected to be in school - school is closed to pupils only (to avoid infection).

**Snow: (See snow and ice policy for further details)**

1. In the event of heavy snow the Head and Deputy Head will take the decision to close based on the number of staff they think will reach school, and will then inform the Chair of Governors. If closure is agreed the parents will be informed via the school website and local radio. Staff will be informed through the phone tree (see attached).
2. If it snows heavily during the day the decision to close will rest with the Head / Deputy Head. Parents will be contacted by the school via email/text/website.

**PARENTAL CONTACT LIST**

Contact list divided into two - one for office staff  
one for chair of governors.

This will enable speedier contact if needed.

**REMOVAL OF PUPILS FROM SCHOOL**

Form for parents to sign on removing and bringing back pupils to be kept in school office.

**VISITORS FORM**

**ALL** visitors to the school to sign in. Visitors signing-in book is kept in entrance to school office.