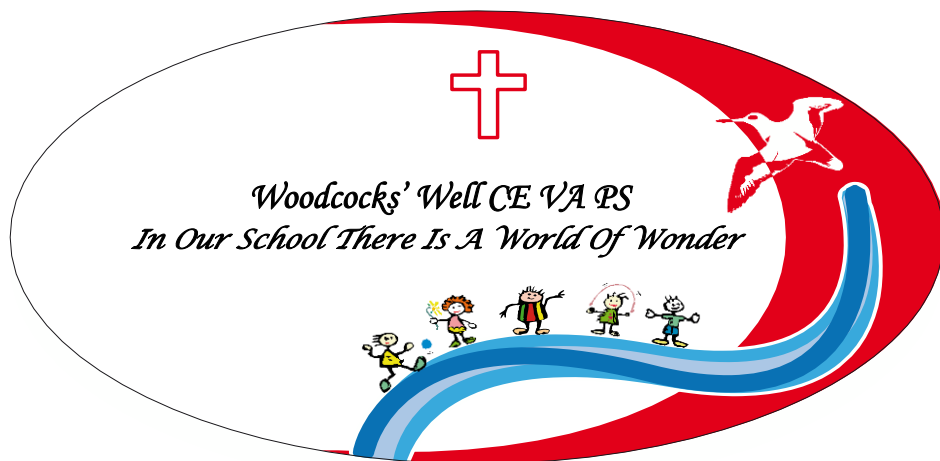


**Headteacher:**

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admin@woodcockswell.cheshire.sch.uk



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Woodcocks' Well CE PS  
Critical Incidents Policy

The purpose of this policy is to formulate a plan in the event of a critical emergency and to enable staff to know their responsibilities and to give the school community confidence when dealing with a crisis.

What is a 'Critical Incident'?

- The serious injury or death of a child
- The serious injury or death of a colleague
- Incidents attracting unusual attention from the media
- **Incidents involving serious threat**
- Student or staff suicides
- Other incidents with extremely unusual circumstances which produce a high level of immediate or delayed emotional reaction, surpassing the individual's normal coping mechanisms

Although critical incidents are rare they could be very varied in nature. The type of critical incident will determine how and what is to be done. There is further advice in Cheshire East's 'Managing the Response to Critical Incidents.'

However all staff and certain governors will have class lists and parent contact numbers and staff contact numbers. They will know who is to contact them and whom they are to contact in an emergency.

Only the headteacher (or senior teachers) or chair of governors is to speak to the press. All other members of staff should refer the press to those people.

The headteacher should immediately contact, and if possible call an emergency meeting with, the chair of governors, senior teachers and any other member of the SMT.

Gather Information

- What has happened?
- Where and when?
- Who is involved?
- What action has already been taken eg. Ambulance called

- Location of any injured person and contact number of adult present
- Who has been informed?
- What has been said?

Emergency Meeting HT, ST, C of G, other members of SMT

During this meeting it will be decided:

- Who to contact in the LA – contact numbers below
- Whether to contact the Diocese
- What other agencies need to be involved eg. Local Health Authority
- What staff need to know and do next – Class lists and contact numbers are attached, teachers should only contact parents if directed to by a member of the Emergency Planning Group as mentioned above.
- What to tell parents
- Who if anyone will speak to the media
- Agree a statement for the media
- Who will contact / support families directly involved

Contact Families Directly Affected

The headteacher should contact families quickly and with sensitivity.  
See guidance in Cheshire East's 'Managing the Response to Critical Incidents.'

Ensure that one person takes responsibility to support / liaise with each family throughout the period of time and during the aftermath of the incident.

Handling the Reactions of People Affected

People need:

- Information about the incident
- Explicit acknowledgement of the incident
- Opportunity to talk through or express personal reactions
- Personal support if they are to support others effectively
- Formal recognition and rituals
- Continuing or quickly re-establishing routines
- A managed return to school for pupils or staff directly affected

See guidance in Cheshire East's 'Managing the Response to Critical Incidents.' A copy is located in the tall cupboard in the Headteacher's office.

### **Contact Information**

**In the event of the critical incident occurring during school hours:**

**Children and Families Business Management Support Team:**

**01606 275863**

**01606 271503**

**01606 271718**

**01606 288075**

**In the event of the critical incident occurring outside of school hours:**

**Emergency Duty Team (EDT) Tel 0300 123 5022**

**Property Related critical incidents should be reported to:  
School/Childrens Centre or Emergency Services 01270 686888**

**Other Contacts:**

East Cheshire

Name	Job Title	Office	Mobile
Nicola West	CIRT Co-ordinator	01625374798	07785714924
John Fowler	CIRT Co-ordinator	01270685973	
Julie Massen	Headteacher	01270 628526	07725196769
Kate Walchester	Chair of Govs	07724106696	

Diocese - The Diocesan Board of Education

Church House

5500 Daresbury Park

Daresbury

WA4 4GE

Phone: 01928 718834 select Option 4 for Education department (or see extension numbers below)

Deputy Director of Education

Sue Noakes

extension 230

Deputy Director of Education

Jill Kelly

extension 245, mobile 07540722669

Director of Education

Chris Penn

extension 222

In the event of a death or serious injury on the school premises or on school organised activities contact:

Other contact numbers are available on 'Managing the Response to Critical Incidents in Schools.'

Nicola West CIRT Co-ordinator 01625374798 07785714924

John Fowler CIRT Co-ordinator 01270685973

**Emergency Plan in the Event of A Critical Incident Involving Serious Threat**

**1) In the event of the hazard being outside of the school buildings:**

- A) Main School Building
- One person calls the emergency services whilst another member of staff alerts the Early Years Building 01782 914024
- Sound the siren & all external doors / windows secured in both buildings
- All persons go to internal room i.e. main corridor in main building and toilet areas in Early Years Building – If possible sit down
- If possible have access to a mobile phone – put on silent

- B) Early Years Building
- One person calls the emergency services whilst another member of staff alerts the Main Building 01782 512323
- Sound the siren & all external doors / windows secured in both buildings
- All persons go to internal room i.e. main corridor in main building and toilet areas in Early Years Building – If possible sit down
- If possible have access to a mobile phone – put on silent

**2) In the event of the hazard being inside of the school buildings:**

- A) Main School Building
- Sound the siren and evacuate by the best possible means

**RUN HIDE TELL**

Run to the field and hide i.e. beyond the far hedge

Run for cover in the school grounds

Make contact with the emergency services

999

0800 789 321 Anti-Terrorism Hotline

**3) In the event of the hazard being during playtimes:**

- Playtime bag containing air horn and first aid outside on duty
- Siren is sounded
- Children starburst to safest places and stay hidden
- Emergency services contacted

**RUN HIDE TELL**

Run to the field and hide i.e. beyond the far hedge

Run for cover in the school grounds

Make contact with the emergency services

999

0800 789 321 Anti-Terrorism Hotline

**Next Steps - December 2017:**

- **All staff to wear on their lanyards a gate key and means to get into the main building ie. fob or key**
- **Named persons only to take lanyards off the premises**
- **Share and develop plan with staff, parents and governors**
- **Liaise with parents about carrying out a critical emergency drill with the children**
- **Carry out a drill with the children**

Approved \_\_\_\_\_  
Headteacher

Approved by: \_\_\_\_\_  
Chair of Governors

Date: December 2017

Review Date: December 2018