



# St Anne's Catholic Primary School

'Christ's light shines through our learning'

## **CRITICAL INCIDENT POLICY**

This policy sets out the procedures to be followed to ensure the safety and protection of the whole school community in the event of a critical incident.

All schools should have effective lockdown procedures that they regularly practise and review, alongside evacuation procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

### **In-school**

- the death of a pupil or member of staff through natural causes, such as illness;
- a traffic accident involving a pupil or staff member;
- a deliberate act of violence, such as a knife attack or the use of a firearm;
- a bomb hoax;
- a pupil or teacher being taken hostage;
- a school fire or flood;
- allegations or actual incidents of abuse against pupils by staff and staff against pupils;
- an arson attack on the school.

### **Out-of-school**

- deaths or injuries on school journeys, trips or residential trips;

- tragedies involving children from many schools at public events such as football matches;
- civil disturbances;
- refugee children joining a school, uprooted from their countries and perhaps shocked by wars or atrocities;
- abductions / disappearances;
- Incidents involving the murder of school children that attract the attention of national and international media over prolonged periods;
- a civil disturbance or terrorism;
- a disaster in the community;#
- a transport accident involving school members.

### **Major Incidents Focused on People**

Whilst all critical incidents are difficult for all concerned, those that involve serious injury or death are inevitably traumatic. By their very nature and definition, critical incidents tend to disorientate and may overwhelm those involved. Planning is a necessary precaution and can be crucial. Communication during and following an incident is, of course, of great importance.

### **Preventative and precautionary measures**

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effects of others minimised by taking sensible precautionary measures.

It is expected that:

- Staff and pupils will be familiar with the school routines for fire and the evacuation of the school building on hearing the fire alarm;
- Staff will be familiar with the routines and procedures for dealing with emergencies;
- Staff and pupils will be familiar with the school's security procedures
- Staff organising school trips and visits follow the guidelines use Evolve and write a risk assessment to be signed off by the Head teacher or Deputy Head teacher;
- Staff will sign in and out of the premises;
- Staff are aware of pupils with medical needs or health problems;
- Staff are aware of school policy in dealing with violence at work;
- Staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity;
- Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

### **If an incident occurs**

- The people with authority to manage the lockdown are the Head teacher and Deputy Head teacher.
- Lock down plans should be shared with all staff, tested and reviewed annually.
- Debriefing should be organised following a lockdown.

SEE LOCKDOWN PLAN (Appendix A) which should be displayed in all classrooms and main area of school

### **Head teacher /Deputy Headteacher**

Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Coordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, School Governors as appropriate. Monitor the emergency response. Provide regular staff updates. Authorise any additional expenditure

### **Administrators School Secretary**

Man telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc. in a prompt manner. Provide admin support to the Headteacher and Deputy headteacher

### **Teachers**

Maintain supervision. Ensure the safety and security of pupils. Provide information and offer reassurance. Monitor pupils' physical and psychological welfare.

### **Immediate actions**

- All pupils and staff to remain indoors and external doors should be locked and windows should be shut.
- Admin staff to lock main school doors if possible.
- External classroom doors to be locked by classroom teachers or TA's.
- Kitchen staff to lock their outside door.
- Free movement may be permitted within the building, dependent upon the circumstances, as directed by the Headteacher.

### **Evacuation**

In event of the need to evacuate the building, the school's Fire Drill procedures will be followed.

### **Bomb Hoax Warning**

If a bomb warning is received, the school will be evacuated using the Fire Drill Procedure. Children will line up on the school field with the register taken by the teacher.

### **Communication with Parents**

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers should be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message **"...the school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out..."**

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Wrexham County Borough Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family members outside of the cordoned off area.

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### Lock-Down Procedure

*In the event of a lockdown situation at break time or lunchtime:*

- 1. The bell will be rung intermittently for at least 30 seconds.*
- 2. The Head teacher or Assistant Head will notify the Police.*
- 3. Staff on duty on either yard will gather the children quietly and calmly together and brought into the building via the nearest entrance. (Foundation Phase into the blue cabin and KS2 through either the Hall door or Year 4 classroom)*
- 4. Remaining staff will support within the school building and/or cabin.*
- 5. KS2 pupils to gather in the hall and registers are taken. PT pupils to remain in the blue cabin and registers taken.*
- 6. The Head to be notified if there are any missing persons. Using internal phone system when necessary.*
- 7. Staff to be responsible for ensuring ALL windows and doors are shut and locked where possible.*
- 8. Angela and Sylvia to be responsible for shutting the brown doors leading into the Hall and the Kitchen door.*
- 9. Children and staff to remain inside until advised by the Head teacher that it is safe to leave the school building.*
- 10. Doors must not be opened, even to parents who must be directed to the main entrance of the school.*

*In the event of a lock-down situation during lesson time:*

- The bell will be rung intermittently for at least 30 seconds.*
- The Head teacher or Assistant Head will notify the Police.*
- Staff within each classroom will be responsible for shutting doors, windows and if necessary closing blinds.*
- All children to be seated/gathered away from doors and windows wherever possible.*
- Children and staff to remain in their classrooms until notified by the head teacher that it is safe to leave.*

Policy written October 2021

Review date October 2024

Head teacher signature \_\_\_\_\_

Chair of Governor Signature \_\_\_\_\_