

## Westley Campus

### Critical Incidents Policy (P006)



Issue No	Author/Owner	Date Written	Agreed by Personnel Committee	Approved by Full Governing Body	Review Date
Issue 1	M Smart				Spring 2017
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## **Description of Policy**

This policy is intended to give advice and guidance when dealing with critical incidents in relation to school activities.

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## **1 In School**

Immediate: Inform Head or Deputy in Head's absence

Short Term:

- a. Keep Governors (Chair), parents and staff informed.
- b. Implement agreed action if incident occurs in school (see separate guidance on specific incidents)
- c. Head/Deputy provide support for staff and/or pupils and/or parents.

Longer Term: - if required depending on incident

- a. Legal/insurance
- b. Building work (Head/Deputy to arrange)
- c. Review of procedures
- d. Support and counselling

When communicating with parents or media:

- Don't give speculative information
- Don't commit to anything
- Ask for time to think
- Give factual information if appropriate so people feel informed.

This might include:-

- Serious or fatal accident to pupil – in school or on a visit
- Attack on pupil or staff
- Bomb alert
- Intruder
- Serious damage to building

## **2 Attack on Pupil or Member of Staff**

- a. Ascertain seriousness of attack/injuries and provide appropriate First Aid/care/comfort
- b. Send for Senior member of staff to telephone ambulance and police (if outsider)
- c. Clear the area of all others except injured person and one or two adults
- d. Inform Head/Deputy (if not already involved)
- e. Wait for medical help if required or when victim is calm remove them to a private place to be comforted (if this will not cause further injury)
- f. Head/Deputy to investigate the incident and decide on appropriate further action: police if an outside attack, normal discipline procedure if a pupil.
- g. If an outside attack review security of, and access to the school.

## **3 Damage to school – any part**

- a. If minor remove children and prevent further access
- b. Call caretaker
- c. If serious, or possible further damage, evacuate building following normal fire drill.

## **4 When on a visit (Day or Residential)**

- a. The group leader should take the following course of action. Assistance will be required either from adult helpers or members of the group. (It may be helpful to identify in advance which responsibilities will be delegated to whom.
  - Immediately inform assistant staff of the emergency.
  - Ensure all uninjured group members are accounted for and are safe and supervised

- Establish the number and names of those involved in the incident and the extent of any injuries. Arrange for first aid treatment and the summoning of medical assistance if required.
- Make contact with visit leader if possible.

The visit leader (or, if unobtainable, the group leader) should then:-

- Reallocate staffing, if available, to assist with the incident;
- Ensure that, wherever possible, any casualties are accompanied to hospital by an adult known to them;

If appropriate, alert the emergency contact – school if day visit, named person if residential

- b. The visit leader will need to decide whether the emergency contact (member of staff) should be alerted. This is essential if the incident is sufficiently serious to attract media attention and may be advisable if one or more casualties will be detained in hospital overnight. In the case of less serious incidents direct contact with the casualty's parents may be all that is required.

Once the above action has been taken, the visit leader's chief responsibility is to the welfare of the remainder of the party. Staff should be fully briefed as to what has occurred, and pupils given as much information as appropriate in the circumstances.

### **Information and Communication**

In the event of a serious incident, media response is likely to be very quick. Action is necessary to ensure that the parents of those involved are informed through appropriate channels before the incident becomes public knowledge. It is also important to direct media attention away from the visit leader who will have other responsibilities. To this end: -

- Participants should be discouraged from telephoning home, at least until the emergency home contact has been alerted; (residential visits only)
- The names of injured participants must not be released other than to officials of the emergency services;
- All requests for information from the media should be referred to the emergency contact.

The emergency contact has the responsibility of alerting the parents of any casualties. If the incident has attracted media attention the parents of all other participants should also be contacted. The emergency contact must also decide whether to alert the Local Education Authority.

## **5 Bomb Alert**

1. All staff taking incoming calls in school should be briefed according to the attached checklist (appendix A) to record the salient details of any threatening telephone call immediately after the call.
2. A member of staff (not necessarily the one who took the call) should dial 999 immediately and speak to the emergency control room giving the recorded details of the call and asking for advice on action.
3. The emergency control operator (the Head) will discuss whether or not it is advisable for an evacuation to be considered. In most cases this will not be the case as an evacuation under fire drill procedures leaves hundreds of bags unattended and unaccounted for and moves children into exposed and vulnerable outside areas. The police will advise if anything in the call e.g. a known terrorist code, gives rise to a need for evacuation and any further action.

The police have stressed the value of good housekeeping in providing a measure of assurance to staff, pupils and parents and in particular the importance of teacher and pupils knowing their own areas of the school and recognising anything out of place. It is important to continue to keep this issue under review and to educate pupils to report unidentified strangers on the school site

## 6 Intruder

Schools are not public places to which any member of the public is entitled to have access. They are private places, and any person who enters without permission is a trespasser. Trespassers may, therefore, be asked to leave. The Headteacher, in exercising day-to-day management of the school, determines who should have access to the premises. Given the nature of a school's functions, a wide range of people may have a valid reason to enter and would therefore not be trespassers:

- Registered pupils of a school entering the premises during school hours or at other times for purposes reasonably connected with their status as a pupil. They could be trespassers if:
  - Excluded either permanently or for a fixed term
  - Entry was in breach of pupil's permission to enter
- Parents or guardians responsible for a pupil at the school. These might expect to have permission to enter school premises at reasonable times, including when:
  - Supervising children arriving or leaving the school;
  - Attending or arranging a meeting with a teacher;
  - Help in the classroom or acting as a parent governor.
  - Others, such as governors, LEA staff, OFSTED inspectors, suppliers and contractors, authorised users of the premises for 'out of hours' activities, those attending sports matches, returning officers for local, parliamentary or European elections, and prospective parliamentary candidates.

<b>Trespass</b>		
<b>Description of Trouble</b>	<b>Options for Action</b>	<b>Penalties</b>
<p>Person trespasses on school premises</p> <p>Trespasser refuses to leave school premises, or causes or permits a nuisance or disturbance</p>	<p>School asks person to leave</p> <p>Telephone police – Police Officer, or authorised person removes trespasser</p> <p>School warns trespasser by letter</p> <p>Police officer, authorised person brings proceedings</p>	<p>Max penalty: level 2 fine (£500) Parent of 16yr old or under may be bound over.</p>
<p>If trespasser causes breach of the peace</p>	<p>Police officer may arrest and charge trespasser</p>	<p>Up to 6 months imprisonment for failure to comply with any 'binding over' order of the court.</p>
<p>Trespasser causes loss or damage, eg by disruption of school activity</p>	<p>School may take civil action to seek compensation</p>	<p>Damages may be awarded</p> <p>Court may order offender to pay compensation</p>
<p>Trespasser causes deliberate or reckless damage</p>	<p>School reports incident to police; possible offence of criminal damage</p>	<p>If intending to endanger life, or reckless as to danger to life, maximum penalty: life imprisonment</p> <p>Other criminal damage, if tried on indictment: max penalty: 10 years' imprisonment</p>
<p>Trespasser persistently enters school premises</p>	<p>School seeks injunction</p>	

## Appendix A (Actions to be taken on Receipt of a Bomb Threat)

- RECORD TIME CALL COMPLETED
- KEEP TELEPHONE LINE OPEN (even though caller has disengaged)
- WHERE AUTOMATIC NUMBER REVEAL EQUIPMENT IS AVAILABLE RECORD NUMBER SHOWN
- INFORM THE CO-ORDINATOR  
Name & Telephone number of person informed
- CONTACT THE POLICE BY USING THE EMERGENCY TELEPHONE NUMBER  
Time informed
- THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND POLICE/BUILDING SECURITY OFFICER HAVE BEEN INFORMED

Time & date of call .....

Length of call .....

Number at which call is received (that is, your extension number) .....

**ABOUT THE CALLER – (please circle below as appropriate)**

Sex of the Caller            Male            Female            Approx. Age .....

Threat/Language        Well Spoken    Irrational        Foul    Incoherent

**MESSAGE READ BY THE THREAT MAKER -**

<u>Callers Voice</u>	Calm	Crying	Clearing Throat	Angry	Nasal
	Laughter	Hoarse	Familiar	Deep	Rapid
	Slurred	Excited	Stutter	Disguised	Slow
	Accent	Lisp			

If the voice sounded familiar, who did it sound like? .....

Accent .....

**BACKGROUND SOUNDS -**

Street Noises	House noises	Animal noises	Crockery	Motor
Clear	Voices	Static	PA System	Booth
Music	Factory Machinery	Office Machinery		

Other (please specify) .....

**REMARKS –**

Signature: -

Print Name: -

Date:-