



C
Wincle CE Primary School
Critical Incidents Policy

Version: APPROVED

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CRITICAL INCIDENT POLICY WINCLE C. E. SCHOOL

Version control

Date updated:	Brief summary of changes:
February 2022	Page 3 – change of date for emergency plan approval

Our school's vision:

Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.

We encourage our pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

S	Service	<p style="text-align: center;">★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We would like our pupils to have the confidence to know that they can make a difference: have hope for the future.</p> <p style="text-align: center;">★ We encourage our pupils to challenge injustice and inequality</p>
T	Theology	<p>★ Our principles are founded on the truth that we are loved by the Father, Saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
A	Attitude	<p style="text-align: center;">★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display perseverance and not give up.</p> <p style="text-align: center;">★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
R	Relationships	<p style="text-align: center;">★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to respect every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example.</p> <p style="text-align: center;">We are all unique</p> <p style="text-align: center;">★ We help all children build trusting relationships ★</p> <p>★ Clothe yourselves with compassion, kindness, humility, gentleness and patience.' (Colossians 3:12)</p>
S	Shine like stars	<p>★ "I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

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Please also refer to:

* the purple file on the admin office shelves 'Managing the response to critical incidents in schools'.

*the emergency plan – February 2022 situated on the admin noticeboard.

*visitor and intruder policy

*emergency protocols

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Introduction

'Handling crises is a normal part of school life. Some incidents, however, are of a more critical and overwhelming character, in which staff pupils and parents may experience acute, even prolonged, distress.'

So begins the introduction to the Cheshire East Council (CEC) file, 'Managing the Response to Critical Incidents in Schools' (see file on admin office shelves). It is with these more critical incidents in mind that this policy is written, to ensure that should the school face such situations then appropriate procedures are in place.

What is a 'critical incident?'

There is no easy definition of such an incident but in general terms it can be taken to be any incident that has a major impact on the school community. This could include the death of a pupil or member of staff, a serious accident causing injury or distress to individuals or larger groups, a major natural disaster such as flood or other disasters including fire, explosion or chemical contamination. This list, of course, is not intended to be exhaustive.

What should be the school's response to such an incident?

An emergency plan has been established that will be used to cascade information to the relevant groups within the community. This plan is on the admin notice board and copies have been provided for the Chair of Governors, the Headteacher and Admin Assistant.

Subsequent procedures and actions will depend on the precise nature of the incident but will follow the guidelines set out in the CEC file mentioned above and the flow chart in the Appendix 1 to this document. More detailed information is situated in the emergency plan.

First Response – The First Few Hours

- * If appropriate emergency services or other agencies must be contacted as a first priority
- * Contact must be made with Headteacher or, if unavailable, Chair of Governing Body immediately that an incident is reported.
- * Contact procedure as indicated on the attached flow chart must be followed.

Continuing Response – The Days Following

- ◆ Ensure that support is available for relevant groups
- ◆ Organise 'areas' for people to gather – avoid general gatherings or 'milling'
- ◆ Make appropriate plans for the continuation, or otherwise, of school life (Take advice re 'counselling', etc.)
- ◆ Ensure that all information provided is common knowledge to avoid 'rumour mongering'

Long Term Response – The Time Beyond

- ◆ Ensure that appropriate risk analysis/assessments have been made and any necessary procedures have been acted upon to avert future recurrences
- ◆ Be aware of possible delayed reactions to the incident and that appropriate support remains available

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Conclusion

It is vital that all involved act in concert when dealing with critical incidents. Where people are unsure of an action to take, particularly in dealing with the media or the aftermath of incidents, reference should always be made to the flow chart included with this policy statement and the emergency plan. Within this plan, there are specific job lists in the event of a critical incident.

EMERGENCY CONTACT DETAILS

Emergency Services

In the event of an emergency situation always call 999 for police/fire/ambulance.

Remember you will need to dial 91 for an outside line: see information next to each phone

Cheshire Constabulary www.cheshirepolice.uk Tel: 0845 458 000

Cheshire Fire & Rescue, Winsford, Cheshire. CW7 2FG Tel: 01606 868700

Accident and Emergency Macclesfield District General Hospital Tel: 01625 666453

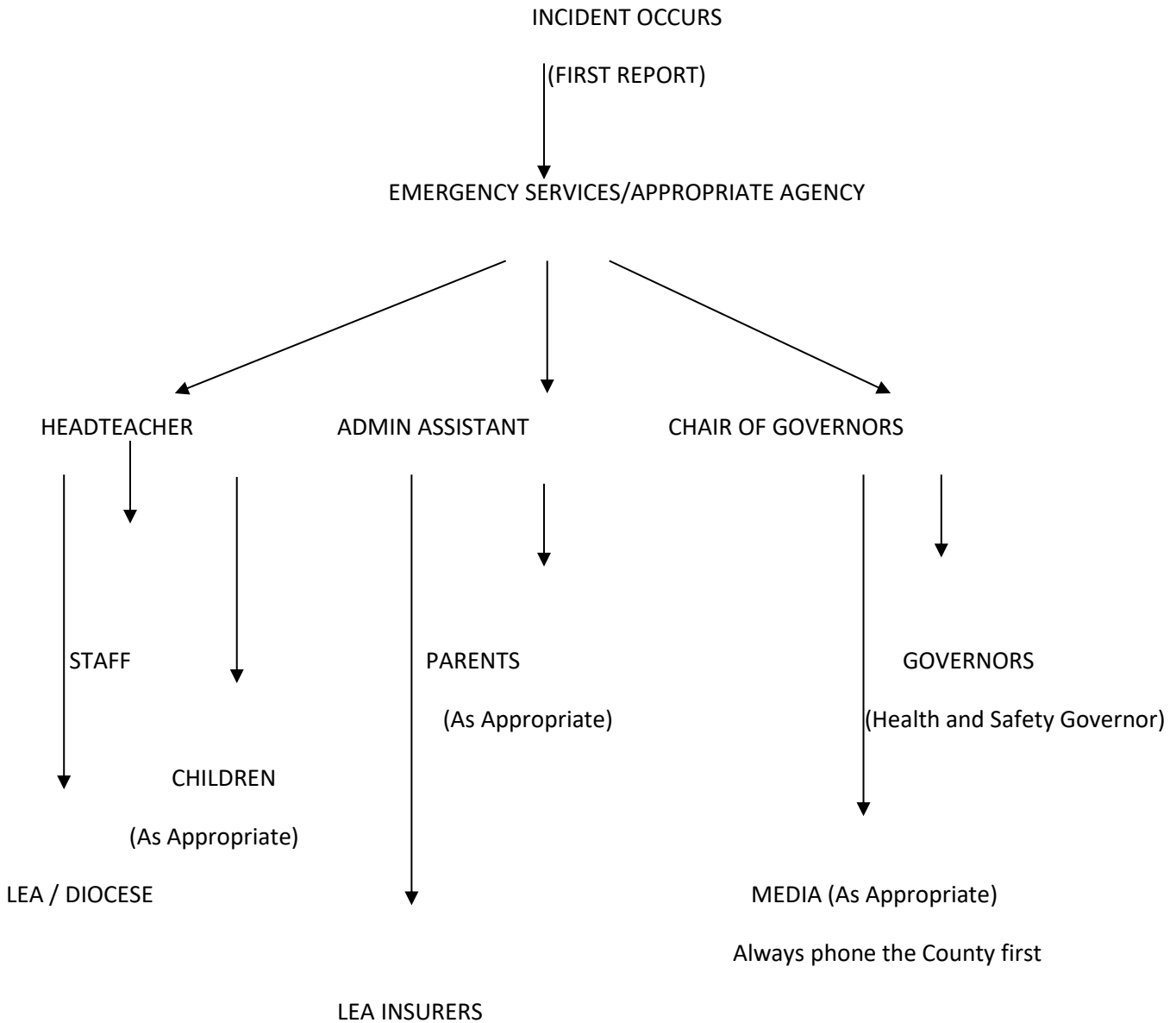
Children & Families emergency contact information for managing critical incidents in schools involving a child, pupil or member of staff

Officer	Office	Mobile
Jacky Forster	01606 271504	07973 981516
Nicola West	01625 374798	07785 714924
Mark Bayley	01606 271564	07770 322965

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APPENDIX 2 – Critical Incident Flowchart

CRITICAL INCIDENT PROCEDURE



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Appendix 3 Business Continuity Plan

<u>incident</u>	<u>Plan</u>
Fire damaged building so unable to use	Headteacher / Chair of governors to contact Wildboardclough to check availability of school rooms for school use
Flood damage to building so unable to use	Headteacher / Chair of governors to contact Wildboardclough to check availability of school rooms for school use
Any other damage to building so unable to use	Headteacher / Chair of governors to contact Wildboardclough to check availability of school rooms for school use
Multiple staff absence due to illness, eg sickness / flu etc	Contact other part time staff Contact supply agencies
Admin absent	Contact other admin Contact admin at Bosley school for financial support
Cook absent	Contact other cook If no one available to cook then staff in school to purchase items to make sandwiches as a temporary measure If longer term, children to bring own food. School to provide meals for free school meal children
Adverse weather conditions before or during the school day	If school needs to close then activate the 'snow tree' following the adverse weather conditions policy.

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Appendix 4 – CEC Guidance ‘Dealing with Emergencies’

See separate document: Critical incident, dealing with emergencies

Appendix 5 – CEC Guidance ‘Bomb Threats and Dealing with Suspect Packages’ See separate document: Critical incident, bomb threats