

# CRITICAL INCIDENT POLICY WINCLE C. E. SCHOOL



## Wincle CE Primary School

*Wincle School provides an enriching and outstanding rural education. We nurture the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who shine in all that they say and do. Our children exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

*Shine Like Stars' Philippians 2:15*

### Critical Incident Policy

<u>Critical Incident Policy</u>	
<b>Date updated:</b>	<b>Brief summary of changes:</b>
March 2025	Reviewed and no changes made other than dates of other policies

Please also refer to:

- \* the purple file on the admin office shelves 'Managing the response to critical incidents in schools'.
- \*the emergency plan – February 2026 situated on the admin noticeboard.
- \*visitor and intruder policy
- \*emergency protocols

#### **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

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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

## 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](http://www.cheshirepolice.uk) Tel: 0845 458 000

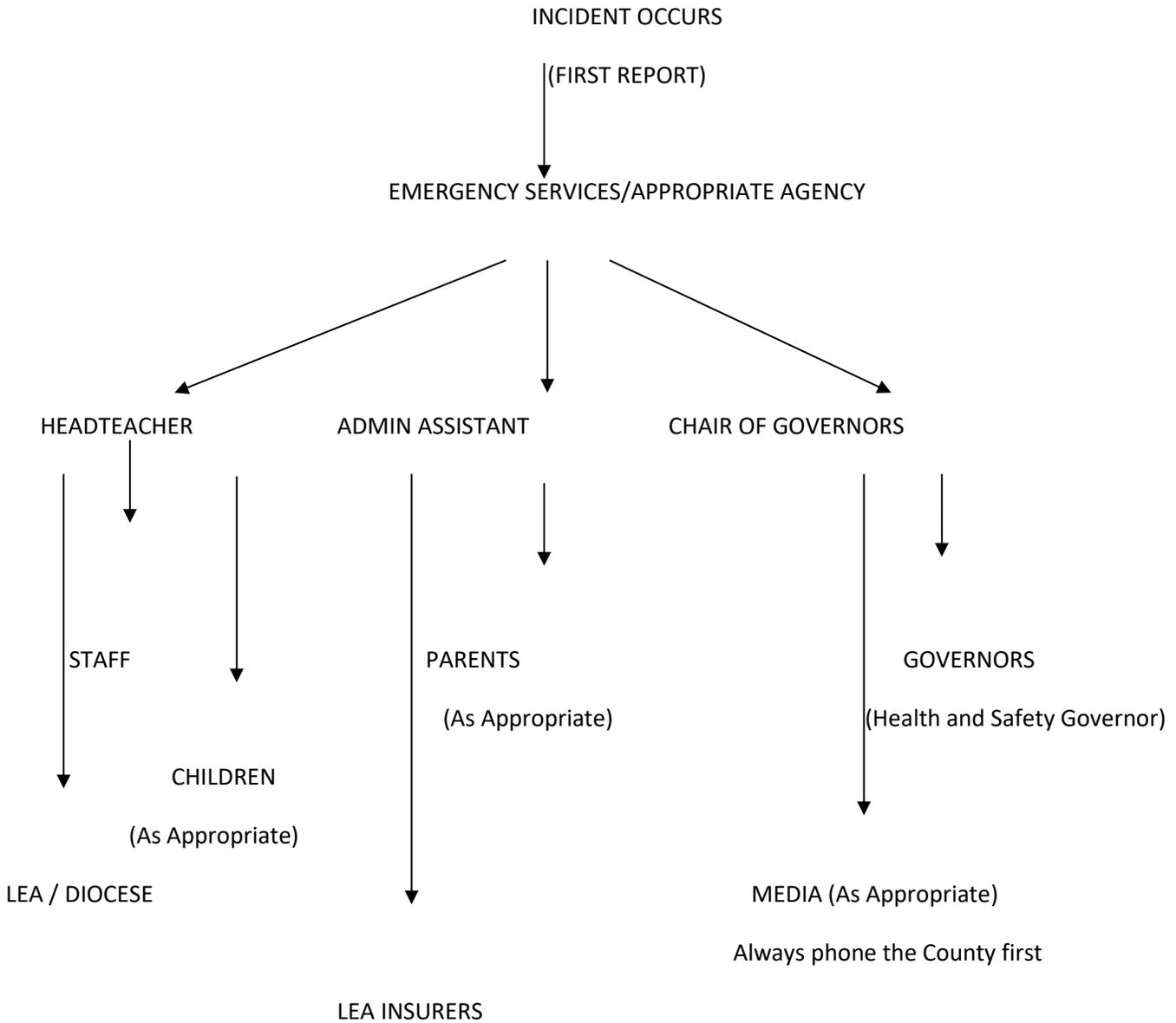
Cheshire Fire & Rescue, Winsford, Cheshire. CW7 2FG Tel: 01606 868700

Accident and Emergency Macclesfield District General Hospital Tel: 01625 666453

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## APPENDIX 1 – Critical Incident Flowchart

### CRITICAL INCIDENT PROCEDURE



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### Appendix 2 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 3 – CEC Guidance ‘Dealing with Emergencies’**

See separate document: Critical incident, dealing with emergencies

**Appendix 4 – CEC Guidance ‘Bomb Threats and Dealing with Suspect Packages’** See separate document: Critical incident, bomb threats