

# SCANTABOUT PRIMARY SCHOOL



*Achieving our best together*

## Critical Incidents and Disaster Recovery Plan & Policy

This policy is to ensure the efficient management and health and safety of all the school in all circumstances. Members of staff should aim to make decisions in light of all known facts with a reasoned anticipation of other events and consequences. Decision-making will be made by the teaching staff in situ in order of seniority, in conjunction with opinion and advice as appropriate from other members of staff (including Administrative and caretaking staff) and representatives of outside bodies. Incidents that occur outside of school hours or during holiday periods will be relayed by telephone, or where appropriate email, to staff and appropriate arrangements made.

A written report will be prepared within 2 days of the incident by the HT and DHT, with copies given to the Senior Leadership Team, Local authority & Chair of Governors. In response, the Chair of Governors, in discussion with the Headteacher, will decide if an emergency GB meeting needs to be called.

Staff and Governors must not discuss the incident with the press or stakeholders but refer any concerns, questions or advice to the Headteacher, Deputy Headteacher or the Chair of Governors.

The following outline plan will be actioned as appropriate

Task	Time Scale Aim
Organise treatment – contact emergency services in line with need Make safe area/pupils/staff and visitors Secure premises Contact Reactive Premises Services at Hampshire County Council	Immediate as required
Establish an intervention team Obtain information at start of incident to decide order of actions & communication Contact Reactive Premises Services at Hampshire County Council	Immediate by the most senior teachers and office staff Depending on nature of incident if relevant
Contact families and continue until all informed Brief staff if not already carried out Call Children’s Service District Manager & Chair of Governors Inform pupils in groups/individually as appropriate	Within 1-2 hours – where possible and as appropriate At earliest opportunity Within the day
Identify high-risk pupils and staff and agree actions including consideration of Education Psychology Service incident support	In first day ideally, but within 48 hours
Discussion within classes or with groups/individuals – if necessary and if appropriate, in consultation with the Educational Psychology Service	Dependent on agreed actions of the intervention team but within a week

## EQUIPMENT/DOCUMENTS

In the case of an emergency situation, the team will operate under the direction of the Headteacher or, if they are not on site or are unable to provide assistance, the next most senior member of staff - Deputy Head Teacher, then a member of the SLT, or a UPR/Upper Main scale teacher.

Depending on the emergency, the following are the most important, in priority order for salvaging:

**Pupils' medication: epi-pens, asthma inhalers, insulin or medication for pupils on medical needs plans will be the key priority.**

**Portable first aid kits.**

### *Paper documents*

- **Emergency Evacuation Pack - including staff and parents contact details and emergency**
- **Critical Incident telephone numbers/contacts sheet**
- **Registers**
- **Fire Manual (these documents are taken out with every fire drill)**

The Headteacher or most senior member of staff on the premises will decide if the following documentation is to be removed:

- **Hard drive or the back-up (situated in the Computer Suite by Year 3)**
- **Safeguarding files/confidential files from Heads Office**
- **Any staff documents from filing cabinets**
- **Children's files**

In the event of a serious fire and media involvement, any enquiries should be directed the Local Authority Press Office. The Head Teacher will contact the legal department once the situation is stabilised if advice needs to be sought.

## DATA RECOVERY

In order to assist data recovery, if damage to a computer or back up material is suspected staff **should not:**

- turn off electrical power to any computer
- try to run any hard drive, back up disc or tape to try to retrieve data
- tamper with damaged computers, discs or tapes
- move damaged computers.

This should be left to IT support service used by the school. The GDPR Data Compliance Officer in school will be informed.

### **Loss of Building/temporary or otherwise**

In the event of loss of school premises, the Reactive Maintenance Service at Hampshire County Council and caretaker will be contacted.

If temporary such as due to loss of heating or lighting parents will be contacted to arrange collection. Staff will remain on site until all children have been collected and the site is secure.

The Chair of Governors will be informed. They will inform the FGB.

In the event of closure longer than a day the Children's Services District manager for Hampshire will be contacted by the Headteacher to organise the education of the pupils including discussion on alternative premises or alternative provision for pupils.

The Chair of Governors, staff, parents and pupils will be informed, followed by the Governing Body

### **Contacting Parents**

Depending on the nature of the crisis, the Head Teacher or next most senior member of staff will decide on how parents are contacted. If there is a need for pupils to be collected the Admin Officer will (depending on the nature of the crisis and the type of message needed) arrange this.

## Critical Incident Planned Response 1

### Disaster in the Community (e.g. fire, explosion, major traffic incident, civil disturbance, terrorism)

#### *Immediate action:*

- Contact emergency services and seek advice
- If this happens within the close proximity of the school it may be necessary to remove children from any danger (use evacuation procedures)
- If children need to remain in the building the school will need to consider which lockdown procedures are needed including drawing blinds, partial evacuation of the building to another internal area; drawing blinds and switching of lights. If necessary take cover under table and chairs.
- In the event of the need to evacuate the school, the school will evacuate either to the school field, or if there is a need to evacuate for longer, the school will contact Thornden School and arrange for evacuation to there.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained and action plans decided upon
- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

#### *Action as soon as possible:*

- Inform children of the incident. This should be told simply and without fabrication or elaboration.
- Keep incoming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after school or to evacuate the school, children will stay with their class teacher and parents informed accordingly. By phone. School transport will be contacted to make arrangements for any transported pupils. Emergency services will advise. Parents will be contacted by the office team.
- Attempt to stick to normal school routines as soon as possible or provide alternative activities for children.

#### *Later action:*

- Give staff de-briefing and time to talk.
- Head teacher/Admin Officer to contact outside agencies where appropriate (e.g. Educational Psychology Service for debriefings)
- Encourage children to talk (may be necessary to hold a de-briefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff and action plan for supporting them
- Organise treatment if necessary
- Keep log of incident, actions and impact on school community.

## Critical Incident Planned Response 2

### Aggressive or Violent Incident in School By Parent or Intruder

The school has a mixture of doors that can be opened from the outside if unlocked. A switch in the office can activate the front internal entrance door lock. If it is anticipated that an aggressive parent or intruder are on their way to school the office internal door will be kept locked and if necessary the front door will be locked. If appropriate, the police will be called.

However, if the person enters the premises, the following should be observed:

- Remove children (as soon as possible)
- Seek immediate help (using help card, or internal telephones/outside walkie talkies)
- Try to remain calm and see if the aggressor will sit down to discuss the problem/come to the HTs office as appropriate
- Any staff going to aid the first responder should be accompanied by another adult.
- They should remove the children if they are still present.
- The Head teacher (senior member of staff) should be informed.
- If the situation is out of control, the police should be called.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Head teacher will inform legal services who will issue advice on appropriate response and the LADO if linked to safeguarding/child protection.
- No comments will be given to the media and the press officer will be informed if necessary.
- The member of staff involved is to complete a Violent Incident on line reporting and this is to be submitted County as soon as possible. Support is to be sought for the staff member as appropriate. The Head Teacher will inform the governing body via the Head Teacher report or verbally at FGB the number of violent incidents in any year and will inform the Chair of Governors verbally when a report has been submitted.
- In the case of a more serious incident the Chair of Governors will meet with the Head Teacher following discussion with the legal team/HCC representative to decide if any other reporting is needed.

In the extreme case of an adult or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance. In the event of any aggressive incident - staff are to follow the Local Authority Violent Incident Reporting procedures. Where needed the Head Teacher will consult HCC legal department or Inclusions Team if there is need to either exclude a pupil from the premises or bar an adult.

## Critical Incident Planned Response 3

### Road Traffic Accident or Accident during School Trips

#### *Immediate action:*

- Remove children from danger if possible/appropriate and brief
- Contact emergency services and school
- If off site bring children home as soon as possible
- If adults in charge of children are involved in managing the situation, re-group children to distribute according to the number of free adults
- Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

#### *Action as soon as possible:*

- The school will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- If involving bus or school transport then contact Hampshire Transport team
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (e.g. use mobile/heads additional line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). Parents must not be contacted via text.
- Give the same level of information to everyone, provision of a script is sensible. The Head teacher or member of the Leadership Team will be responsible for drafting of a script.
- The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Head teacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame - contact corporate communications for wording). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact the Area School Improvement Manager and Chair of Governors.
- The Head teacher will inform the press office/corporate communications. Press or media will not be allowed onto school premises.

### Emergency Contact Details

The following is a list of emergency contact details.

Local Police	08450 45 45 45 101 (non emergency)
Local Authority	01962 841 841 01962 846 452
HCC Corporate Communications	01962 847368
HCC Emergency planning and resilience	01962 846 846 07623 960259 (Out of hours emergency)
Reactive services	Displayed in office

### Other useful contact details

Department for Education	0370 000 2288 (Enquiry line)
Foreign and Commonwealth office	020 7008 1500 (consular assistance)
Environment Agency (Flood line)	0845 9881188
Met Office	01392 885680
Teacher support network	08000 562561

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