



Baslow St-Anne's C of E Critical Incident Plan



Growing healthy minds and hearts together
"Life in all its fullness"



Version/ Issue	Date	Author	Minute Number	Reason for Change
7	4/2/19	M Clark		Updated information
8	7/11/22	M Clark	09/RES/11.22	Updated information/contacts

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

This plan has been prepared and agreed by the staff and Governors of Baslow St Anne's School to assist in dealing with critical incidents on or off the site that affect the school community.

Principles and Values

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life.

Aims

The aims of the school's plan are:

- * To provide support to all children and staff affected by the incident.
- * To maintain the normal running of any parts of the school not affected.
- * To return the whole school to normal as soon as possible.

Types of Incident Covered by the Plan

A Critical Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the school's own management team during the day to day running of the school.

It may involve:

- * the death of a child, staff member or governor;
- * a serious accident involving children and/or school personnel on or off the premises;
- * a violent intrusion onto school premises (e.g. an armed intruder or a bomb alert);
- * extensive damage to school premises;
- * the release of hazardous substances near or on the school site.

Notification of Incident

You may hear about the incident from a number of sources:

- a staff member
- a pupil
- the police
- parents
- the media
- County Council

Whoever receives the alert should ask for as much information as possible:

- the name of the caller

- what has happened?
- have the emergency services been informed/are they attending?
- exact location (and any access problems if not on site)
- casualties
- actions taken so far
- name/contact at the scene (if not on site)
- what assistance is needed?

(An aide-memoire is attached to be kept by the school telephone. A log sheet is also included in the plan for use by staff to record information and actions.)

The Headteacher or Senior Teacher will decide on the level of response needed:

- can the school cope alone?
- if not, the Education Department or County Emergency Planning Officer will be contacted bearing in mind the capabilities of other organisations, who can be alerted via the County Council

Contact List and Call Out Arrangements

A school contact list of home/work addresses and phone numbers is attached to this plan. These are available only to staff authorised to have access as part of the plan in order to preserve confidentiality.

Critical Incident Management Team (CIMT)

The CIMT will comprise:

Headteacher

Senior Teacher

Chair of Governors (where contactable/available)

Base for Critical Incident Management Team

The base for the CIMT will be the Headteacher's office where it is still possible to use this. The reserve on-site location will be the staffroom. In cases where it is not possible to use the school premises as a base, the CIMT will make use of the Methodist Chapel.

Sheila Travis (Key holder): 07763473698 01246 582208

Sheila Travis (Property Steward)

NB: (In schools where it is not possible to designate a base for the CIMT, contact should be made with the County Council's Emergency Planning Division who can arrange temporary accommodation, where necessary).

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL**CRITICAL INCIDENT MANAGEMENT PLAN****Information for all teaching and non-teaching staff**

- * Be ready to respond to any potential hazard in and about the site.
- * Contact the school office/Headteacher in the event of any emergency, giving information about the -
 - nature of the incident;
 - type of help required;
 - emergency service(s) required;
 - exact location of the incident;
 - number of casualties and nature of injuries.
- * If necessary, evacuate the building, according to procedures set out in the Fire Procedures Document.
- * Maintain a calm atmosphere.
- * Respond to instructions given by members of the Critical Incident Management Team.
- * Do not speak directly to the media but refer all enquiries to the Headteacher or other person designated as being responsible for contact with the media.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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CRITICAL INCIDENT MANAGEMENT PLAN

INCIDENT LOG

Incident:

Location of Incident:

<u>Date</u>	<u>Time</u>	<u>Event/Action taken</u>	<u>Signature</u>
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BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

BASIC INFORMATION ABOUT THE SCHOOL

Name:		BASLOW ST ANNE'S SCHOOL	
Address:		SCHOOL LANE, BASLOW, NR BAKEWELL DE45 1RZ	
Telephone:		01246 583298	
Age Range:	4-11	Number on Roll:	124 Nov. 2022
Map of surrounding area:		included in file	
Photographs:		included in file	
Plan of School:		included in file	

DETAILS OF SENIOR STAFF (Actual content to be determined by school)

Headteacher	Mrs Marie Clark
Deputy Headteacher	Mr Tom Osborn

DETAILS OF GOVERNORS

Chair of Governors	Mrs Natalie Anwyl
Vice Chair of Governors	Mr Tony Mottram

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL**CRITICAL INCIDENT MANAGEMENT PLAN****STAFF LIST**

<u>Name</u>	<u>Address</u>	<u>Telephone No.</u>
See enclosed list		

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

- Pupil/Emergency contacts – Teachers2parents
- Bus and Coach Companies
- Supply Teachers/Relief Staff – Teachers2parents
- Governors contact numbers - Teachers2parents
- LEA emergency contact numbers *(these are included in this pack)*

NB. Timetables are readily available to identify who is where within school - website

BASLOW ST. ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

EVACUATION PROCEDURES

Evacuation will be carried out as a fire evacuation procedure, but the whole school will be evacuated to the Methodist Church across the road or if this is still unsafe will be walked down to St. Anne's Church.

Lock Down for all staff – Revised Sept. 2022

Breaktimes:

1. Duty teachers to blow the whistle in **one long continuous blow and shout "In"**
2. Infant duty teacher to blow the whistle inside the school building and shout "Lockdown" (or Junior duty teacher if the incident for lockdown is on the Infant area/garden)
3. Member of staff to inform the office staff
4. Class 1 teacher to check Class 1 outdoor area and classroom
5. Children do not stand still but to walk sensibly and quickly inside and assemble in the hall
6. Last person through the door/s must **close the door**
7. Blinds in the hall to be closed
8. Class teachers to ensure windows are closed – MC
9. Children to assemble in class lines facing the front steps
10. Class teachers/TLA to headcount to match the number in the register

Key Persons:

Vicki Jacob/Katie Perkins to phone 999 if emergency
 TLAs to collect registers/Signing in/out Books and Visitor Book and distribute to staff
 Marie Clark (Deputy Headteacher to deputise) to check all children and adults are safely in the building

Fire Procedures for all staff – September 2022

Within class time:

1. At the sound of the fire alarm, each member of staff responsible for the class to lead the class out quietly and quickly through their designated exit door to the playground (Assembly Point).
2. To carry out a quick, but accurate head count.
3. If it matches the register – hold register clearly above their heads at the front of their class
4. If it doesn't match, to take the register quickly, but accurately – as above if all present.
5. Inform Headteacher / Fire Person in charge if a child is not present
6. Wait for the signal to return quietly and sensibly back inside.

Key Persons:

Victoria Jacob/Katie Perkins to bring out the registers/Signing in/out Books and Visitor Book
 Marie Clark (Deputy Headteacher to deputise) to check the KS1/2 toilets, staff room and Kingfisher room

Within break times:

1. Duty teachers to ring the bell/blow the whistle
11. Children to walk sensibly to their assembly point line.
12. Staff members to join their class outside and follow the procedure as stated above.

Key Persons:

Victoria Jacob/Katie Perkins to bring out the registers/Signing in/out Books and Visitor Book
 Marie Clark (Deputy Headteacher to deputise) to check the KS1/2 toilets, staff room and Kingfisher room

Class 1 team to check class 1 toilets

Within lunchtime:

1. Indoor dinner hall staff member to instruct the children to lead out sensibly through the main exit point
2. Staff members on site to assist in this and join their children out on the yard
3. Outdoor MDS to ring the bell/blow the whistle and instruct the children to their lines
4. TAs on site to fulfil the role of a staff member who is off site
5. To follow procedures from point 2 onwards
6. Kitchen staff to exit from their exit point to the assembly point.

Key Persons:

Victoria Jacob /Katie Perkins to bring out the registers/Signing in/out Books and Visitor Book (Marie Clark to do the above if office staff off premises)

Marie Clark to check KS1/2 toilets, staffroom and Kingfisher room or if above is needed

Deputy Headteacher to check

Beverly Whitfield to check Class 1 classroom and toilets (Rachel Pettett/Hannah Whitfield if BW is off site)

Emergency Procedures in class

1. 2 x red cards with class number on + blue blind card kept in wallet under teacher's keyboard
2. Red card with class number on sent to the office/Head to call an ambulance (on a mobile phone) and /or assist if teacher has already called
3. TLA/adult take the rest of the class out to the hall
4. A second red card to be sent to a TLA if further assistance is required
5. Blue 'blinds' card circulated for the rest of the staff to put their blinds down
6. TLA/Office Clerk/adult to open main gates for ambulance
7. Office Clerk to contact parents

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON IN CHARGE OF THE CRITICAL INCIDENT MANAGEMENT TEAM

Name Mrs Marie Clark

RESPONSIBILITIES

- * To take charge of events.
- * Where appropriate, to liaise with County Council/Education Department staff.
- * To delegate responsibilities and give task sheets to the chosen person.
- * To provide a flexible response, based on the Critical Incident Management Plan.
- * To appoint a secretary who will keep a comprehensive incident log and support the person in charge.
- * To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media.
- * To establish a crisis team meeting place, close to the incident control point.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL**CRITICAL INCIDENT MANAGEMENT PLAN****PERSON TO CONTACT - DERBYSHIRE COUNTY COUNCIL:**

Name: Duty Officer

Derbyshire County Council Emergency Telephone Operator: 01629 538364 Out of hours:
01629 533085Ask the operator to speak to the Emergency Planning Officer under the Council's Major
Emergency Scheme.

Give the following information:

1. Your name	Marie Clark
2. Your telephone number	07467943746
3. The school's name:	Baslow St Anne's School
4. Address:	School Lane, Baslow, Nr Bakewell DE45 1RZ
Telephone:	01246 583298
5. Details of the incident	
6. Nature of assistance required - dealing with the media; transport; catering; communications; admin support	

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO CONTACT EMERGENCY SERVICES

Name Marie Clark or School Clerks

RESPONSIBILITIES

- * Contact as appropriate: Police 999
 Fire
 Ambulance

- * Be prepared to give the following information:

Emergency Service(s) required.

Exact location of the incident.

Number of casualties.

Nature of injuries.

Location and telephone number where call is being made from.

Hazards which may be encountered by the Emergency Services at the site.

- * To respond to the directions from the person in charge of the Critical Incident Management Team or other personnel in control, i.e. Police, Fire or other Emergency Services, Derbyshire's Emergency Planning Officers.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA

Name: Marie Clark or

Chair of Governors – Natalie Anwyl

RESPONSIBILITIES

- * Early establishment of central media point.
- * To liaise with and cooperate with the media and to answer their queries, as appropriate.
- * To provide press statements (see separate sheet with headings).
- * To liaise with emergency services including the Police Press Officer and County Council over the setting up of a Media Centre.
- * To show concern and not panic.
- * To provide basic information about the school - refer to separate sheets in file.
- * To liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any students involved in interviews.

Students involved in interviews - ensuring they have support.

Asking the interviewer, the questions to be asked in advance of the interview.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

**SECRETARY TO THE PERSON IN CHARGE OF THE CRITICAL INCIDENT
MANAGEMENT TEAM**

Name: Vicki Jacob/Katie Perkins

RESPONSIBILITIES

- * To support the person in charge.

- * To keep a comprehensive incident log, as dictated by the person in charge.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

**PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD
STUDENTS AND STAFF**

Name Marie Clark – Headteacher

In absence of the above: Tom Osborn Deputy Headteacher

RESPONSIBILITIES

- * To evacuate the building in accordance with the School Fire Procedures.
- * If necessary, to use an alternative assembly point.
- * To liaise with the Critical Incident Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.
- * To liaise with staff to ensure that immediate reassurance and support is given for anyone who is distressed.
- * To ensure that parents do not take students away, unless directed to do so.
- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION

Name: Vicki Jacob/Katie Perkins

RESPONSIBILITIES

- * Check that all available communications and office equipment are working (phones, fax, copiers), in
 - School Office
 - CIMT Base
 - CIMT Alternative Base

- * Be ready to give the information to Derbyshire's Emergency Planning Officer.

- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

BASLOW ST ANNE'S CHURCH OF ENGLAND PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO OPEN APPROPRIATE BUILDINGS

Name Marie Clark / Vicki Jacob / Richard Mullins

RESPONSIBILITIES

- * Open the appropriate parts of the school.

- * Ensure gates are opened to allow access for the Emergency Services.

- * To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

Action Sheets from: Health and Safety Handbook

Section on Crisis and Security Management in Schools

MAJOR INCIDENT OCCURRING ON THE SCHOOL SITE

**GUIDANCE ACTION SHEET FOR HEADTEACHER / MEMBER OF SENIOR
MANAGEMENT TEAM**

1. Ascertain details of incident.

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on the school site the actions below should be considered and implemented as appropriate.

2. Alert relevant emergency services (Police, Fire, Ambulance) via 999 system.
3. Consider evacuation of school (via fire alarm or word of mouth).
4. Initiate School Critical Incident Management Plan.
5. Allocate staff to:
 - account for all pupils/staff/visitors on school site.
 - administer first aid if persons injured.
 - ascertain if there are any witnesses.
 - inform School Support Contact Officer.
 - inform Chief Emergency Planning Officer who can arrange appropriate support.
 - inform staff/pupils of incident. If incident occurs out of school hours consider briefing staff/pupils at earliest opportunity.
6. Inform parents/relatives as appropriate. If there are casualties, then visits to parents/relatives should be arranged in conjunction with the Police.
7. Inform Chair of Governors and arrange for other governors to be informed.
8. If closing the school, inform parents via text/ notice boards/local radio
9. If necessary we will relocate to the Methodist Church parents and County will be informed
10. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
11. Arrange for the staffing of switchboard/telephone. Ensure that staff are fully briefed on facts and are aware of what information can be released.
12. Prepare to deal with the media - this should be done in accordance with the Police and County Council's Public Relations Officer (see aide memoire attached).

ADVICE FOR OFFICIAL SPOKESPERSON(S)

- x **DO NOT** speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact.
- X **DO NOT** give any fact unless you are certain it is correct.
- X **DO NOT** say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later.
- X **DO NOT** be afraid to say "I DO NOT KNOW".

- √ **DO** have the confidence in yourself and your command of the situation to take a positive attitude towards the media.
- √ **DO** inform the Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately.

**NB PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS
ARRANGED BY STAFF/PARENTS AND THEN ONLY WITH
WRITTEN PERMISSION FROM PARENTS/GUARDIANS**

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY**GUIDANCE ACTION SHEET FOR GROUP LEADERS**

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain details of incident.
2. Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system.
3. Call for assistance if available (staff, passers by).
4. Administer first aid where possible.
5. Account for all members of the party and ensure that all persons uninjured stay together.
6. Allocate staff member(s) to travel to hospital(s) with casualties.
7. Ascertain if there are any witnesses.
8. Allocate staff member(s) to stay at incident site to liaise with the emergency services.
9. Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible.
10. Inform headteacher/member of senior management team (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident.
 - names of those involved.
 - details of any injuries.
 - actions taken.
 - contact point to be used.
11. Consider requesting additional assistance. Keep headteacher/member of senior management team regularly updated.
12. Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with headteacher/senior management team over transport arrangements.
13. Do not discuss legal liability.
14. Prepare to deal with the media - this should be done in consultation with the Police (see aide memoire attached).

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR HEADTEACHER / MEMBER OF SENIOR MANAGEMENT TEAM

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain the following:
 - date, time, location and nature of incident.
 - Names of those involved.
 - actions taken.
 - who is in charge at the scene.
 - if additional assistance is needed at the site.
2. Inform:
 - School Support Contact Officer.
 - other staff - if out of school hours, ensure that the caretaker/premises officer is included in the list of staff to be contacted.
 - Chair of Governors and arrange for other governors to be informed.
3. Inform Chief Emergency Planning Officer who can arrange other support as appropriate:
 - transport (under mutual aid arrangements with other counties/districts).
 - insurers.
 - religious support.
 - translators.
 - social services support.
 - public relations support.
 - premises.
4. Initiate Critical Incident Management Plan.
5. Ensure that staff are fully briefed on facts and are aware of what information can be released.
6. Arrange for parents of uninjured to come to the school to meet the children on their return.
7. Arrange for parents/relatives of injured to be informed - this to be done in conjunction with the Police.
8. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
9. Prepare to deal with the media - this should be done in consultation with the Police and County Council's Public Relations Officer (see aide memoire attached).

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Reviewed:	September 2009
Reviewed:	February 2011
Reviewed:	November 2013
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Reviewed	November 2022