

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Critical Incident Policy



Build-a-Future (BAF) aims to protect the well-being of its learners by providing a safe and nurturing environment at all times. The school has taken a number of measures to create a coping, supportive and a caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and learners during the normal course of the school day and in the event of a critical incident.

Such policies include:

- Health and Safety Policy
- Anti-Bullying Policy
- Behaviour Management
- Pastoral Care Policy
- PSHE/ PSD Programmes

Definition of Critical Incident:

Build-a-Future recognises a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanisms of the school and disrupts the normal running of the school”.

Critical incidents may involve learners, staff, the school and the community.

Examples of a critical incident might be:

- The death of a member of the school community, through sudden death, accident, suicide or terminal illness.
- A serious accident or tragedy in the school community.
- Serious damage to the school through fire, flooding, vandalism etc.
- The disappearance of a member of the school community.
- A physical attack on a staff member or learner.
- Intrusion into school.
- Building collapse.

Aim of Plan:

The aim of the Critical Incident Plan is that in the event of such an incident as outlined above, the plan will help staff and Leadership team to react quickly and effectively and to maintain control of the situation. The plan will also help the school to return to normality as soon as possible and limit the effects of the incident on the staff and learners.

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Scope of the Plan

In School:

- A deliberate act of violence, such as the use of a knife or firearm.
- A school fire or laboratory explosion.
- A learner or teacher being taken hostage.
- The destruction or serious vandalism of part of the school.
- Public Health threats (e.g. meningitis)
- Adverse weather conditions (e.g. snow)
- The sudden death/ serious injury of a member of staff or learner through natural causes.
- Collapse of school building.

Outside School:

- The death/ serious injury of a learner or member of staff through natural causes or accidents.
- A transport-related accident involving learners and/or members of staff.
- Death or injuries on school journeys or excursions.
- Civil disturbances and terrorism.

Critical Incident Management Team:

BAF Critical Incident Management Team will consist of the following personnel.

- Headteacher
- Head of Centre
- Site Manager
- Health & Safety Officer

The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary.

The Headteacher will act as Team Leader or in his absence the Health & Safety Officer.
Build-a-Future will follow procedures recommended below:

In the event of a School related emergency the proposed steps would be taken:

- INCIDENT OCCURS
- The Headteacher is notified immediately
- The Headteacher instructs Administrator to ring or contact the Emergency Services using 999 if appropriate or required.

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- Critical Incident Management Team would be notified.
- The Chair of Governors would be notified.
- Headteacher would brief/advise the staff and learners on site.
- Taxi companies would be notified if appropriate.

The Headteacher will make immediate decisions to protect the safety of learners and staff whilst awaiting outside advice. This may include 'locking the school down', removing learners. Staff to a 'safe area', evacuating the building etc.

Out of School Opening Hours:

A Site Team member or member of staff witnessing or first discovering the incident will be responsible for initiating the immediate response to the emergency.

He/ she will:

- Call the emergency services 999.
- Evacuate the premises immediately if necessary.
- Inform the Headteacher.

Off Site Incident:

- Group Leaders will take a copy of the procedures with them on any off-site activity
- Group Leaders will:
 - Account for all party members.
 - Delegate a member of staff to take care of uninjured members of the party.
 - Call the School.
 - Keep a log of actions taken and conversations held.

Communications During an Emergency Situation:

- The Headteacher will be in communication with emergency services via mobile.
- The School main contact line to be used for incoming calls only.
- Mobiles will be used for outgoing calls.
- Staff dealing with incoming calls will receive written briefings.
- All calls will be logged.

The Headteacher only will handle media enquiries.

Shelter/Lockdown Procedures:

Shelter in School buildings may be appropriate if there is a toxic release or the threat from an intruder on the school grounds or within the vicinity of the School.

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The Procedures will be as follows:

- Signal for commencing lockdown procedures will be given.
- Principal will call Emergency Services 999.
- Staff will move learners into classrooms or safe areas.
- Doors and windows will be locked.
- Learners will be seated away from doors and windows.
- Signal for an 'all clear' will be given.
- In event of a toxic release, any extractor fans will be switched off.

If some learners are outside they will be told to disperse if this ensures their safety.

Evacuation:

In event of the need to evacuate the building, The School's Fire Drill procedures will be followed. Learners and staff can be relocated in the Wheels 2 Work Lincs building. Accessed through the side gate of the premises. W2W can also be locked down.

School Closure:

The decision to close the School will only be made in exceptional circumstances by the Headteacher.

Due to the timing of the School day, the decision to close the School due to say severe weather conditions will need to be made the previous day or by 6.30am on the day. This will be communicated via the School's website www.build-a-future.com or through the social media pages and by the school telephone tree.

Training and Exercising:

Training and Exercising will be undertaken

Important Areas in an Emergency Situation (situation when evacuation is not needed)

- Control Point – Headteacher's Office
- Other agencies – Conference Room
- Parents/ Carers – Canteen
- Media Briefing Point – Headteacher's Office
- Staff Welfare Facilities – Main Office

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KEY ROLES ASSIGNED BY TEAM LEADER Role	Name	Responsibilities
Incident Manager (Team Leader)	Headteacher Adam Webb	Consider the need to alert other colleagues and external agencies. Collate all relevant information relating to the emergency. Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, LA, School Governors as appropriate. Monitor the emergency response. Provide regular staff/ team briefings. Authorise any additional expenditure.
Deputy Incident Manager	Health & Safety Officer Chris Jones	Assists Incident Manager. Co-ordinates and manages staff in the Incident Response Team. Monitors staff welfare and organises staff roster.
Parent Liaison Officer(s)	Head of Centre or Behaviour Lead TBC or Matt Stukins	Advises parents and provides information. Provides point of contact. Arranges on site co-ordination of visiting parents. Maintains regular contact with parents where appropriate.
Administrators	Administrators & SENCO Michelle Jones & Alison Simmons	Man telephone lines. Help to collate information. Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner. Provide admin support to the Incident Manager and Deputy Incident Manager. Maintain a master log of key events and decisions, including expenses incurred.
Communications Officer/Media Spokesperson	Headteacher	Acts as point of contact for media enquiries. Works with the CIMT to prepare media statements/interviews. Assist with internal communications.
Teachers & Instructors		Maintain supervision. Ensure the safety and security of learners. Provide information and offer reassurance.

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