

# St Christopher's CE Primary School



## Critical Incident Policy

POLICY TYPE	STATUTORY
OWNER	HT
APPROVING COMMITTEE	FGB
APPROVED BY	Rachel Veeder
POSITION	Headteacher
DATE	January 2025

# St Christopher's CE Primary School

## Vision Statement

***"To be the best we can be for ourselves and others"***

*This is illustrated by the parable the Good Samaritan. (Luke 10:25-37)*

Our vision is underpinned by our inclusive Christian ethos. We aim for all individuals to  
**SHINE**  
as children of God within our ever-changing world, to be the best we can be through our key  
school values.

\*Compassion \*Teamwork \*Respect \*Courage \*Perseverance \*Honesty

## **CRITICAL INCIDENT POLICY**

This Critical Incident Policy articulates the procedures that St. Christopher's CE School will follow in the event of an incident.

### **Definition**

**Any incident where the lives / health / safety of pupils, staff or visitors are considered to be put at risk.**

### Examples

- Severe weather conditions i.e. electrical storms, storm force winds causing structural damage to the school.
- Major disaster i.e. plane crash, chemical, fuel, gas incident.
- Major fire.
- Person or persons threatening safety of staff and pupils.
- Animals threatening safety of staff and pupils.

This is by no means a complete list and it is essential that the Head / Senior Teacher makes a dynamic risk assessment when confronted with any potential incident. He or she will then make a decision on the evidence available at the time. But it is also important not to delay instigating the critical incident policy if it is felt there is a risk, however small. Remember should it turn out to be a false alarm the procedure can quickly be downgraded.

Once the Head / Senior Teacher has decided to instigate the critical incident procedure he or she should then carry out the following instructions. (see also flow chart on page 4)

1. Call police and other emergency services as appropriate using 999 or 112 give an exact address to include postcode and a contact telephone number. (this may be a mobile if evacuating building). Also give a clear description of incident and location if possible.
2. Telephone **ODST Contact Number 01208 208286 (Office Hours) or 07887 518848 (Out of hours) and inform them of the situation.**

3. Finance and Office Administrator will ensure emergency contact file is available and if evacuating take with them. The emergency contact file contains a key to the village hall should the decision be made to evacuate.
4. Assessing the situation, the Head / Senior Teacher will make a decision to secure the school with all staff and pupils inside or evacuate all staff and pupils to Langford Village Hall. The decision will be solely based on what he or she considers to be the safest option at the time. Any decision to stay in the school must be continually assessed to ensure it is still the safest option.
5. If the decision is to stay in the school a message must be sent to all staff using the code word **SECURE**
6. On receiving this message staff will take a roll call and report back to the Head / Senior Teacher if any pupils / staff are missing. At the same time locking all external doors and windows. Closely monitoring pupils to ensure no external doors are opened. An up to date list of all children per class is to be held in classrooms so teaching staff can carry out a roll call If the registers cannot be sent to class safely.
7. If the decision is to evacuate the school a message must be sent to all staff using the code phrase **VILLAGE HALL**. Teaching staff will take a roll call and when complete risk assess what they consider to be the safest way to exit the school on evacuation. The most Senior Teacher will select what he or she considers to be the safest route to the village hall. The finance and Office Administrator will take the village Hall Key, class registers, visitors and pupil in/out book to the village Hall. On arrival at the village hall staff will take another roll call and stay inside and await further instructions.
8. The first Aid lead or another member of staff in their absence will collect the inhalers and a First Aid bag from the staff room and take with them to the Village Hall.
9. If safe to do so the Head / Senior Teacher will await the arrival of the police at the school, but if it is felt that this puts him or her under any risk or danger, she or he will go to the village hall, taking a mobile phone.
10. Contact the police again with any further information you have in respect of persons unaccounted for, injuries etc. also ensure the police are aware that you are at the village hall.
11. It is important at this time that parents are not contacted. As arrival in the village may also put them at risk and delay arrival of emergency vehicles. Only with the permission of the police should the emergency contact file be used to contact parents.

THIS POLICY SHOULD BE FOLLOWED AS CLOSELY AS POSSIBLE DURING A CRITICAL INCIDENT BUT CIRCUMSTANCES MAY MAKE THIS IMPOSSIBLE. IT IS ESSENTIAL THAT THE HEAD / SENIOR TEACHER CONTINUALLY ASSESSES THE INCIDENT WHILST AWAITING THE ARRIVAL OF THE EMERGENCY SERVICES.

