

Wentworth Nursery School and Children's Centre Critical Incident Plan

June 2017

To be reviewed October 2020

What is the purpose of this plan?

The School's Critical Incident Plan will be used in conjunction with the Business Continuity Plan and Safeguarding Plan during any incident within the school, which threatens to disrupt education at the school on a long term basis. The plan is based on the DFE, A guide to managing critical incidents in schools, January 2014.

Critical Incident

A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school, DFE 2014.

If in the event there was a critical incident where the lives of children, staff, parents or visitors are threatened the school will adhere to the following:

Actions to prevent a critical incident

- all staff to wear their identity badges prominently at all times
- all staff should challenge anyone in the school or children's centre who do not have a clear visitor's badge or are not known for the purpose of their visit.
- all staff not to allow others who are not known to them and not displaying their identity badge to tailgate them onto school premises
- Reception staff will only allow entry into the school or children's centre if it is clear regarding their purpose of visiting.
- Any concerns regarding the well being of personnel being harmed at the school or children's centre, staff should contact the Headteacher or Head of Centre immediately. All such concerns should be reported to the Headteacher.
- All first aid resources will be checked every half termly basis by designated staff at both the CC and school.
- In the event of a critical incident the school will formulate a critical incident team which will comprise of:

Critical Incident Team

Headteacher: Ben Hasan (mobile: 07801 565005), Deputy Headteacher: Farzana Chowdhury (07957 196611), Head of Centre: Katrin Karlsdottir (07747 046766); Bursar: Lisa Purcell (07789 715068), Premises Manager: Lesley Gracey: (07940 995732)

During the incident

The Headteacher or in his absence the DHT will contact the police and inform them of the nature of the incident. The Headteacher will also contact one of the following: HLT Sian Davis (Acting Director) 020 8820 7351, Hilary Ryan (Head of Primary) 020 8820 7264 or Head of Early Years (Angela Scattergood) 020 8820 7005.

On establishing advice both from the police and HLT, the critical incident team will:

Incident at the Nursery School

1. Recording of critical incident (appendix 1)
2. Critical Incident Team compiles list of children/people involved in the critical incident (appendix 2)

3) Brief the staff team

The initial briefing to staff should:

- give a brief statement of factual information;
 - outline the school's response and proposed plan of action;
 - allow staff to ask questions and to get a response;
 - outline staff responsibility for monitoring pupil and staff welfare;
 - identify vulnerable staff and pupils who may be at risk;
 - clarify specific responsibilities for staff;
 - advise staff on procedure for dealing with media enquiries;
 - advise staff on agreed procedure for informing pupils and parents;
 - inform staff of the support services that are available;
 - reassure staff and pupils that they will be supported;
- and advise staff of time/place of next briefing and debriefing session.

4. Evacuate the children, staff and all visitors out of the school to the children's Centre.

5. The Head of Centre will close the CC to enable children and visitors from the nursery to base themselves at the centre.

6. A support room will be organised to support parents/children and/or staff who may be distressed by the incident.

7. The Bursar along with other members of the Incident team will contact parents/carers to collect their children

8 .Once children, parents and staff are evacuated the Headteacher will contact HLT regarding support for children, staff and or parents/carers.

9.Headteacher will liaise with HLT and the emergency services regarding statement to parents and the media.

Incident at the CC

In the event of a critical incident in the Centre, the Critical incident team will support the evacuation of all parents with children out of the children's centre. The Bursar and the DHT will remain at the school. Any children, parents or staff who may be distressed, support will be provided to them within the school by the Critical Incident team. The staff room will be organised to support parents/children and staff; a similar room will be organised within the CC should the need arise.

A decision will be made by the Critical Incident Team as to whether the school will remain open or not in the event of a critical incident taking place at the CC.

Should the decision be made to close the school, the Bursar will take primary responsibility to inform parents/carers to collect their children, this will be based on advice from both the Emergency Services and the Local Authority.

The Bursar will be responsible for ensuring all communication lines are open.

After the incident

There will be home visits to children who may have been affected by the critical incident. A rota of staff visiting children will be established by the Critical Incident Team.

Support for staff will be provided via the most appropriate agencies as determined by the relevant professional body

Review of the process; this should include the following:

- What went well?
- What was most/least helpful?
- Were there any gaps?

- Have all necessary referrals to support services been made?
- Is there any unfinished business?
- Have all records relevant to the Critical Incident been sent and are they stored securely within the school?
- Are there any identified training needs?
- Does the Plan need to be reviewed/changed/updated?

Appendix 1

CONFIDENTIAL Initial Report Date: _____ Time: _____ Information received from:

Contact details:

Name of person informed:

Information passed to: (Name of person with overall responsibility)

Time: _____ Date:

Facts of incident received so far: Brief Description of the Incident on (Date)

Appendix 2 List of Children, Staff, Visitors at the School or Children's Centre

Name	Pupil/Member of staff/ Parent/Carer/Governor/Visitor	Contact details

Summary Overview of actions:

Critical Incident .

HT Ben Hasan (07801 565005) or DHT Farzana Chowdhury (07957 196611) to Contact: Emergency services and then HLT Angela Scattergood Head of Early Years (angela.scattergood@learningtrust.co.uk, tel: 020-8820-7005 ; mobile: 07889906215)

Sian Davis (Acting Director) 020 8820 7351, Hilary Ryan (Head of Primary) 020 8820 7264

Inform of scale of incident: what has happened,

HT to also contact all Leadership Staff including Head of Children's Centre: Katrin Karlsdottir 07747046766

HT to inform chair of Governors: Sally Lindsay German : 0208 533 4016 mobile: 07973393087

HLT will inform key officers from the Local Authority and any other relevant services.

Critical Incident plan to operate in accordance with Critical Incident Plan and advice from emergency services and HLT.

Key priority is the safety of all children, staff and visitors.

References:

A guide to managing critical incidents in schools (DFE, Date published: 22 January 2014).