



ST BERNARD'S PREPARATORY SCHOOL

**CRITICAL INCIDENT POLICY
(PART OF PREMISES MANAGEMENT
DOCUMENTS)**

Lent 2019

Review date: Lent 2020

St Bernard's Preparatory School

CRITICAL INCIDENT POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

INTRODUCTION

A critical incident is defined as an emergency affecting pupils, staff or property, requiring immediate responsive action beyond that which could be reasonably expected during the day to day running of the school.

St Bernard's Preparatory School takes all steps to ensure all actions and events are carefully planned and assessed for risks. There are occasions when unforeseen events occur. This policy sets out guidance for staff if faced with an incident.

Aims

- To provide support to all affected by the incident.
- To maintain the normal running of any parts of school not affected, if appropriate.
- To return the whole school to normal as soon as possible.

CRITICAL INCIDENT

Critical incidents are rare and varied. Each incident is different. If such an incident occurred at St. Bernard's Prep School, staff will follow the guidelines and advice will be sought. Often such incidents will require an immediate response from staff before help can be sought. In such cases staff will:

- Aim to remain calm and controlled.
- Ensure pupils and other staff are safe and if necessary isolated.
- Contact with emergency services will be made (if required).

In all cases a log of events will be maintained. The Chair of Governors will be informed as soon as possible and the Trustees kept informed.

1. Types of incident covered by the policy

- Death, serious injury or potential health issues affecting staff or children at school.
- Extensive damage to property.
- An incident at the school, or in the community, which affects the school.
- School closure as a result of inclement weather.
- An accident away from school.

The list is not exhaustive. When an incident occurs, the Headteacher and/or SLT will decide on a course of action appropriate to the incident. This may be:-

- (i) Total or partial evacuation of the building.
- (ii) The need to evacuate to another site or location.
- (iii) Making the building secure.
- (iv) Shelter within the building if it is unsafe to leave.
- (v) Provide shelter for members of the community within the school.
- (vi) Making children and staff safe at scene of incident.

2. Receiving the alert

The alert may come from:

- a member of staff
- a pupil
- parents
- the police
- the media
- or other sources

3. Upon receipt of the alert

Whoever receives the alert must be prepared to ask for as much information as possible (see Appendix 1 Incident Information Form):

- What has happened?
- Have the emergency services been informed? Are the emergency services 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?

4. Level of response

The Headteacher and/or SLT must inform the Chair of Governors and the Trustees as soon as possible, describing the incident and outlining the key details. The Headteacher in consultation with the Chair of Governors, must decide on the level of response needed.

5. Establish a call-out list.

- The Headteacher should alert the Assistant Headteacher, who in turn should contact members of the SLT. SLT should cascade telephone calls to staff. (see Appendix 4 staff list).

- The Headteacher should check with the reporter of the incident to verify and repeat what information has been passed on, to whom and the details. It is useful to keep a log and record of ongoing action if at all possible.

6. Identify locations for:

- SLT – Headteacher’s office
- Children – main hall or individual classrooms
- Receiving and informing parents – Headteacher’s office
- A quiet area for children/adults – DT Room
- Possible relocation site – St Bernard’s Catholic Grammar School

7. Administrative arrangements

- Remind all staff to keep a log of all contacts, decisions and actions.
- Keep telephone lines free for outgoing calls.

8. Arrange to inform, and to keep informed (order as appropriate and relevant to the nature of the incident)

- The police
- Chair of Governors and Trustees
- Staff
- Children
- Parents

The media should only have contact with the Headteacher and/or Chair of Governors. No other members of staff should engage with media. The school site should be made secure to prevent media approaching members of the school community.

9. School Support

Support could be sought from the Parish; the Diocese; colleagues in other Catholic schools or the Local Authority.

10. Longer Term Plans

A serious incident may have repercussions over many months. Arrangements for days two and three should be considered and drawn up.

11. Debriefing

Debrief all staff involved at end of each day. Ensure that information is recorded and shared. At the end of the incident it may be necessary to organise counselling to provide a personal debriefing for staff.

12. Ensure that:

- The school site plan is available and regularly updated – Bursar.
- Staff are familiar with roles.
- Accurate and updated contact lists are located in the office in Reception e.g. staff list, SLT list, Governors, Trustees, clergy.
- The Headteacher and SLT use school badges as ID for recognition by visitors, if appropriate.

Applies to:

- Whole School including EYFS

Related policies:

Safeguarding Portfolio, Health and Safety, Educational Visits, First Aid

Available from:

- This policy is made available to parents on the website www.stbernardsprep.org or a copy may be obtained from the school office on request.

Monitoring and Review:

- The Governors undertake a formal annual review of the this policy for the purpose of monitoring of the efficiency with which the related duties have been discharged or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____

Adopted: Lent 2019

Review date: Lent 2020

Useful information and contacts

- School DfE code = SC 871/6000
- Slough Education Authority (check! answerphone early am)
01753 552288
Slough.gov.uk
- Radio Berkshire
0345 900 1041
0118 946 4200
- (0845 900 1044 Helpline)
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- Time 106.6 Radio Station
0845 194 1066
0208 843 5303 after 10.00 a.m.
- Berkshire Radio
Newbury: 08454 662107

Appendix 1: ST BERNARD’S PREPARATORY SCHOOL

INCIDENT INFORMATION FORM

INFORMATION REQUIRED TO ESTABLISH NEEDS

INITIAL CONTACT TO THE HEADTEACHER AND CHAIR OF GOVERNORS

The following information should be recorded

- NAME OF STAFF
- SITE OF INCIDENT
- CONTACT NAME
- MOBILE NUMBER
- TIME OF INCIDENT.....
- NATURE OF INCIDENT
-
-
-
-
- NUMBERS INVOLVED – ages
- ARE ANY PEOPLE INJURED?
- EXTENT OF INJURIES – low; serious
- WHAT ACTION HAS BEEN TAKEN SO FAR?
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-
-
-

- HAVE EMERGENCY SERVICES BEEN INFORMED? Y N
- ARE THEY ON SITE? Y N
- WHAT HELP DO YOU NEED?

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- ARE THERE ANY ACCESS DIFFICULTIES?
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-

Date and Time received: **Date:** **Time:**

Recorded by:

- Obtain information about the exact nature of the incident e.g.
- When and where incident occurred.
- Names of children and adults involved in the incident including those who witnessed it.
- Nature of any injuries/fatalities sustained.
- Hospital where injured have been taken.
- Names of adults with children who are safe.
- Actions undertaken by emergency services, including arrangements for caring for children and adults who do not require hospital treatment.
- Locations of the uninjured.
- Remaining hazards at the scene.

Appendix 2: ST BERNARD'S PREPARATORY SCHOOL

UNAVOIDABLE INCIDENTS ON TRIPS

All school trips are planned in line with the Educational Visits Guidelines. Appropriate planning and risk assessment is undertaken before every school trip or visit. Not everything can be planned and in the case of unforeseen events the following steps should be followed:

1. There must always be more than one member of staff on a visit.
2. Staff should have access to a mobile telephone.
3. The lead teacher must establish the nature and extent of the emergency.
4. The lead teacher must make sure all members of the party are accounted for and are safe.
5. If there are injuries, establish the extent and administer appropriate first aid as quickly as appropriate or required.
6. Establish the names(s) of the injured and call the appropriate emergency Service(s).
7. Inform other staff/adults of the incident and that emergency procedures are in operation.
8. The Headteacher should be informed immediately or as soon as reasonably possible.
9. The lead teacher or a member of SLT (if available) should supervise throughout and arrange for the early return to school.
10. If anyone requires hospital treatment, an adult should accompany them. If appropriate a second staff member should remain and liaise with the emergency services until the incident is over and all pupils are accounted for.
11. All contact is to be controlled by the Headteacher; no pupil should be allowed access to the telephone. The Headteacher or Chair of Governors or the Trustees will control all contact with parents or the media. The school will then follow the guidance in the *HCC Critical Incident Planning Guide*.

DELAYS TO TRIPS

Sometimes problems occur to the timing of trips due to hold-ups or breakdowns.

1. Any delay to a trip must be reported to the school as soon as possible. If the delay will result in the late return (more than 15 minutes) the Headteacher or his administrative support will make contact with Parents.
2. If problems occur on the outward journey the lead teacher must either contact the proposed venue to inform them of the delay or cancellation, or the school so they can inform the venue. The lead teacher will make decisions as to whether the visit can continue with changes or if it has to be aborted. The Headteacher should be informed of any changes to the itinerary.

Appendix 3: ST BERNARD'S PREPARATORY SCHOOL

UNAVOIDABLE SCHOOL CLOSURES

The school will endeavour to give parents as much notice as possible of any closure. Should it become necessary to close the school the following steps will be taken:

CLOSURE DURING THE SCHOOL DAY

1. The Critical Incident Policy will be followed and a log kept. The Chair of Governors will be informed immediately.
2. If the school premises are unsafe, the children will be walked away from the school site.
3. Notices will be placed on all entrances informing parents from where pupils may be collected (if it is possible to do so without endangering anyone).
4. Parents will be contacted via Parentmail / telephone to collect their child.
5. Children will only be allowed to leave with their parents.
6. Staff will remain on site until all pupils have been collected.

LESS THAN 24 HOURS NOTICE

1. The Chair of Governors will be consulted in the decision making process.
2. If the school is closed the following day, children will be issued with a letter explaining the reasons why and how long the closure is expected to last. Details on how parents will be informed of the re-opening will be outlined in the letter.
3. If the school closure takes place overnight or during a weekend, parents will be informed by local radio stations. The school website will be updated to advise parents. The Local Authority website will also be updated.

ADVANCE NOTICE OF CLOSURE

Any problem that may result in the closure of the school a few days hence will be discussed with the Chair of Governors before any final decision is made. All efforts to keep the school open will be taken and other possible venues will be explored.

Appendix 4: Staff List 2018-2019

Headmaster	Mr Nathan Cheesman
Assistant Headteachers	Ms Amy Underwood
	Mrs Asha Verma
Bursar	Mrs Jenny Wilson

Mrs Naziran Anwar	Mrs Anne Val
Mr Bob Atkins	Mrs Mary Vogel
Mrs Jenny Austin	Mrs Claire Wardman
Miss Amanda Beard	Mrs Sarah Whittaker
Mr Dirk Barendse	
Mrs Aileen Barker	
Mrs Sangeeta Benawra	
Miss Georgina Benning	
Mrs Maria Biscardi	
Miss Louise Bohannon	
Mrs Anna Bowen	
Mrs Margherita Brugognone	
Miss Ashleigh Carter	
Mrs Herkirit Chaggar	
Mr Gary Challis	
Mrs Frania Creech	
Mrs Pina Danagher	
Miss Jasmin David	
Miss Laura Druce	
Mrs Kelly Gabb	
Miss Bernadette Grogan	
Mrs Winnie Hill-Cottingham	
Mrs Pam Hobbs	
Mrs Maria Howell	
Mrs Kim Hunter	
Mrs Jacqueline Hupalo	
Miss Rhona Johnson	
Mrs Katrina Kimberley	
Mrs Carol King	
Mrs Nora Mackey	
Mrs Viola Metra	
Mrs Paulina Mikolajczyk	
Mrs Debbie Mulcahy	
Miss Chelsea Newman	
Mrs Joanne Perrett	
Mrs Aileen Rafferty	
Mrs Ritika Rakshit	
Miss Donna Robinson	
Mrs Alison Rossiter	
Mrs Lorraine Skorupska	

Specialist input

Music	Miss Johnson
Design and Technology	Mrs Hill-Cottingham
French	Mrs Creech
Science	Mrs Skorupska
PE/Games	Mr Barendse

Peripatetics

Leaning Support	Mrs Luff
Judo	Mr Pranglen
Art and Craft	Mrs Benawra
Ballet	Miss Pearson-Hall
Street dance	Miss Huggett
Sewing	Mrs M Aubby
Drums	Mr A Clements
Piano	Mrs Miara
Piano/saxophone	Mrs Dunsdon
Violin	Mr Lazenbury
Guitar	Mr Williams

School Chaplain:	Father Kevin O'Driscoll
Caterers (Holroyd Howe):	Ms Debbie Hamer (Manager)
	Mrs Katarzyna Nazaruk
	Mrs Narinder Kaur
	Miss Azeb Jiem

Trustees	St Benedict's Trust
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Chair of Governors	Mr Stephen Patterson
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