



Critical Incident Policy  
Cockfield CEVC Primary School

## **WHAT IS A CRITICAL INCIDENT?**

Disasters can strike suddenly and without warning. Schools can experience fires, bad weather, cyberattack, fatal accidents, murder, and suicide, violence by a disturbed person or even terrorist action. Sometimes a crisis grows quickly from what was at first a manageable event, such as an occurrence of COVID or meningitis, into a panic headline situation. Rapid communication between stakeholders is essential. This Plan sets out at a high level the Policies, Actions and Communications that may be appropriate.

## **POTENTIAL INCIDENT SCENARIOS**

Incidents could include (this list is not exhaustive)

- 1) Damage to school building (fire, flood, all or part of building)
- 2) Serious accidents, either staff or pupils, possible fatal on school premises, school trips/residentials, travel to/from school
- 3) Outbreak of infectious diseases eg Meningitis
- 4) Widespread emergency eg severe weather, major flooding , major power outage
- 5) Serious loss of IT, potentially cyber attack

Post-Traumatic Stress Disorder is defined by the world Health Organisation and the American Psychiatric Association as a reaction that may follow an event that is outside the range of usual human experience and would be very distressing to almost anyone.

## **COCKFIELD SCHOOL**

### **CRITICAL INCIDENT MANAGEMENT TEAM (CMIT)**

The Cockfield School Critical Incident Management Team (CIMT) is made up of the following personnel:

Headteacher	Trudie Harkin
Teacher/Governor	Amy Perkins
School Bursar	
Chair of Governors	Dr Norman Kelly (CMIT Chair)
Governor	Ian Levett (CMIT Deputy Chair)
Governor	Rev Sharon Potter (Secretary)

To be amended as necessary.

All members of the CIMT hold a hard copy of this plan at their home address. A Whats App group consisting of CMIT members is in place as well as a telephone tree system is in place to contact staff. Parents would be informed through the school office, by radio/press, Facebook, or the school website. If the class/school is on a trip at the time of an incident a contact list for each pupil is held by the class teacher.

### **CONTINGENCY PLAN**

1. Identify the 'critical incident' which may be:
  - a) Serious damage to the school buildings e.g. a fire.
  - b) Serious accidents in school
  - c) Accidents during school trips/visits.
  - d) Traffic accidents involving home to school transport.
  - e) Death of a pupil.
  - f) Infectious illness e.g. meningitis outbreak
  - g) Widespread emergency affecting the area e.g. severe weather
  - h) Catastrophic loss of IT

2. Contact the LEA (all contact numbers in table-see page 6)

3. Dedicated 'phone lines:

For sending out messages School 01284 828287

Person responsible –School Bursar

For telephoning into school for information

CATEY 01284 827274

This telephone line will be manned during an emergency by a member of staff. In case of school closure the severe weather network will be implemented.

## **INITIATION of PLAN**

Any Governor has authority to raise an Incident and convene the CIMT 24/7/365.

## **COMMUNICATIONS**

The CIMT can convene in several manners

- In person at the school or nearby Governors house
- CIMT Whats App Group
- By Zoom

Parents:

- Contact Lists are held by class teacher for school trips
- Day to day communications can be through the School Office, radio, Facebook and website ( T Harkin)

Incoming Calls

- School number is 01284 828287

CATEY

- Number is 01284 827274

## **WHEN INCIDENT DECLARED**

High Level Guidelines:

- Convene CIMT, agree notetaker NOTE it is MANDATORY to keep record of all decisions, actions and key communications with times.
- Take immediate actions to ensure Health and Safety
- Establish the facts
- Ensure School Number is manned, or update answering message
- Establish dedicated CIMT Incoming Phone Number
- Initiate communications to LEA, Staff, Parents, Interested Parties as necessary (see Appendix for contact details)
- Work through recovery options and actions

NB – See Appendices for key points in typical scenarios

## **DETERMINING the INCIDENT is OVER**

Ensure effective Standing Down of Incident

- Agree final communications to all Interested Parties
- Ensure process for collation of incident costs (if appropriate)
- Ensure Log of Actions is completed and retained in safe place

## **POST INCIDENT**

- Review and document lessons learnt

## **APPENDICES**

### **A) INCIDENTS involving PUPILS**

**Guideline Actions:**

- Contact parents of children involved
- Contact parents of children not involved directly
- Brief all staff, providing clear instructions on what can be discussed
- Reiterate to all staff that any media enquiries must be directed to the Headteacher
- Inform pupils

- Contact appropriate Support Services (Area Education Manager)
- Inform local schools (there may be siblings in other schools)
- In case of major COVID refer to SCC for latest advice

### **Short Term**

- Hold to normal routines as far as possible
- Debrief staff and pupils involved in incident
- Develop support plan (seek specialist support if appropriate)
- Release press release (if appropriate)

### **Medium Term**

- Continue to update staff, parents, pupils on facts
- Monitor effects on staff and pupils and organise support as appropriate
- Prepare for involvement in funerals, memorial services

### **Long Term**

- Monitor staff and pupils state of mind
- Prepare for anniversaries
- Be aware of any Legal proceedings
- Review procedures in light of experience

## CONTACTS

ORGANISATION	POSITION	NAME	PHONE
School	Headteacher + CIMT	Trudie Harkin	01284 828287
School	Teacher + CIMT	Amy Perkins	As above
School	Bursar +CIMT		As above
School	Chair of Governors +CIMT	Dr Norman Kelly	As above
School	Vice Chair of Governors + CIMT	Sharon Potter	As above
School	Governor + CIMT	Ian Levett	As above
School	Nurse		01284 775077
SCC	Switchboard		0345 606 6067
SCC	Emergency Officer	Ben Copeman	07540 672832
SCC	Educational Psychologist	Mrs M Micklejohn	01284 352165
SCC	Transport Dept	Trevor Whiting	01473584637 (office) 07841939704
SCC	Severe Weather	Jan Scott	07920466310
CATEY	Early Years	Dick Bayes	07780 221254
Upper School	Thurston		01359 230885
Church	Churchwarden	Dave Smith Dr Norman Kelly	01284 828239 01284 828904
Parish Council	Clerk	Steve Ball	01284 828987
Hospital	West Suffolk Hospital A&E		01284 713333
Police	Sudbury		01284 774340
Fire Service	Enquiries		01473 588888
Radio Suffolk			01473340707

<b>Bury Free Press</b>			<b>01284 757845</b>
<b>SGR/Heart</b>			<b>01603630621</b>
<b>East Anglian Daily Times</b>			<b>01473 324732</b>

**RECORD OF INFORMATION GIVEN OUT**

DATE	PERSON or ORGANISATION TO WHOM GIVEN	BRIEF SUMMARY OF INFORMATION (More detail can be placed on the Incident File)

Signed \_\_\_\_\_ Trudie Harkin \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Norman Kelly \_\_\_\_\_ Chair of Governors

Approved by FGB 13<sup>th</sup> December 2022: Renewal October 2023

### School Closure Plan

TH Trudie Harkin AP Amy Perkins LT Lesley Tindall

NK Nikola Limmer CL Charlotte Leaman JB Jenni Bray

KF Kim Flounders JH Jackie Humphreys NK Norman Kelly

KI Katy Iliffe DM Donna Medcalf AK Amanda King

SC Sharon Creasey

At all times, the policy is to attempt to keep the school open. However, consideration regarding staff journeys to school, the safety of the site and pupil supervision will need to take place.

A decision about school closure would take place as early as possible in order that communication systems be triggered effectively and efficiently.

6am – **TH** to speak with **SC** regarding conditions of the school site and a decision made based upon this.

**TH** will then phone **AP; Bursar, NL** and submit the LA form. In the event of difficulties contact will be made with Pete Mumford 07872 415 274 Kelly Smith 07713 093 133 Gavin Turner 07912 999 288

**TH** to update website & call Chair of Gov's **NK, AP, JB, LT, CL.**



AP will phone TA's KI AK KF LDC  
JH, DM

Bursar/NL will phone; Kitchen

Bursar/NL will phone; Catey, MDSAs  
& other members of staff

Please ensure that you **ALL** have the relevant contact details that would be necessary in these circumstances. If you change contact details - esp. mobiles - please ensure that you inform the relevant people.