



CRITICAL INCIDENT POLICY

**agreed and adopted
by the
Governors
of the**

The Wolds Federation

THE WOLDS FEDERATION CRITICAL INCIDENT POLICY

Middleton-on-the-Wolds CE (VC) Primary School Beswick & Watton CE (VC) Primary School Bishop Wilton CE (VC) Primary School

1. The following information should be held within the school.

It should be kept up-to-date, with senior staff knowing how to access it:

- A copy of the school's emergency plan - see below;
- Names, addresses and telephone numbers of emergency contacts (e.g. parents, partners, carers) of all staff and pupils;
- Contact details for key emergency responders within the authority;
- Contact details for contractors used by the school (e.g. electrical);
- Emergency supply/support list (familiar supply teachers, retired staff, etc.);
- Pupil/staff movement data (timetables, morning and afternoon registration data).

2. Useful Contact Numbers - see list below.

Any contact details should apply 24 hours a day and should be tested on a regular basis.

3. EMERGENCY RESPONSE PLAN

The list of contacts below should also be readily available in school.

Who to inform during the school day and their contact details:

Emergency services - **999**

LEA contacts - **01482 392999**.

Chair of Governors – Mrs Dorothy Appleby (temporary)

School's Critical Incident Management Team – Mrs Elizabeth Harros, Mrs Rim Mellonby, Mrs Sharon Stone, Mr Lewis Bell, Mrs Jean Loudon, Mrs Sophie Carr

School staff – all other members

Pupils

Parents – ***List of names and numbers in school office. Contacted via ScholarPack messaging service.***

The plan can be activated by the person in charge at the time, e.g. Head Teacher, other member of the permanent teaching staff or Senior Supervisor. However, the nature of the school is such that there may be no member of the permanent teaching staff available; in

such an event or where a delay would increase risk to staff or children, any member of the teaching or non-teaching staff may implement the plan. It would be appropriate to notify the Head Teacher as soon as possible and to advise the chair of governors.

4. GUIDANCE FOR SCHOOL STAFF IF A CRITICAL INCIDENT OCCURS AT THE SCHOOL SITE

Follow the actions below, as appropriate to the incident:

- ❖ **Administer** first-aid where appropriate;
- ❖ **Call** emergency services as appropriate;
- ❖ **Initiate** the planned school response, including establishing the CIMT;
- ❖ **Obtain** facts and information; **do not** move anything at the scene except to assist casualties;
- ❖ **Record** events and actions on incident log sheet (see appendix);
- ❖ **Account** for all pupils, staff and visitors;
- ❖ **Keep** a record of witnesses;
- ❖ **Call** a meeting to brief staff, discuss planning, form incident team and allocate tasks – the nature of the incident may mean that all are already aware;
- ❖ **Inform** the rest of the school - the nature of the incident may mean that all are already aware.

Inform and liaise with:

- Police
- Chair of Governors; who can arrange for governors to be informed
- LEA, who will initiate contact by appropriate officers including Communications and Public Relations Officer
- Families (those affected should be dealt with in conjunction with the police; those not directly affected can be contacted direct).

Liaise with East Riding of Yorkshire Council's press officer and police regarding media statements. Decide who is to speak and beware of rumour. Pupils should not talk to the media.

Brief school administration staff on the known facts, instruct them on what information can be released or advise them to refer calls to press officer.

Brief other staff, including those not on site at present, using cascade system with a specific message.

Update information as appropriate, reviewing and reassessing tasks as progress is made.

5. GUIDANCE FOR GROUP LEADERS IF A CRITICAL INCIDENT OCCURS DURING OUT-OF-SCHOOL ACTIVITIES

(Taken from Education Visits Safety Guidelines - Section 16)

Emergency Procedures

The home contact (when residential) must ensure that they have access to all details of the party at all times for the duration of the visit.

The home contact must also ensure that the party leader is in possession of all contact numbers.

The home contact must ensure that they can be contacted at all times, as they will be the first contact point in the case of an emergency.

The party leader must ensure that he/she has immediate access to the home contact numbers at all times for the duration of the visit. For a visit abroad they must also carry details of insurance emergency helpline.

Everyone involved in the planning, approval and organisation of visits should recognize the risks involved. Risks will be minimized if attention is paid to planning, preparation and supervision. There may be emergencies, which require immediate response by the leader, but the first priority is to keep the party safe.

6. PROCEDURES IN THE EVENT OF AN EMERGENCY

The party leader of the activity must:

- ***be aware*** of parental consent information regarding the authorisation of emergency treatment;
- ***establish*** the nature and extent of the emergency;
- ***establish*** the nature and extent of any injuries and administer appropriate first aid;
- ***make*** sure all other members of the party are accounted for;
- ***establish*** the name(s) of the injured and call the appropriate emergency services, giving them details of the exact location, extent of injuries and party details. (If abroad, make immediate contact with your insurance company in the case of any emergency);
- ***advise*** other party staff of the incident and that the emergency procedures are in operation;
- ***ensure*** that an adult from the party accompanies casualties to hospital;
- ***ensure*** that the remainder of the party is adequately supervised throughout and arrange for their early return to base;
- ***arrange*** for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young people are accounted for;

- **control** access to telephones until contact is made with the home contact and until he or she has had time to contact those directly involved. Give full details of the incident (see Section 9 - Incident Reporting Sheet);
- **write down** as soon as possible all relevant details while they are still fresh in the memory and follow the Council's accident and incident reporting procedure. *A record must be kept of names and addresses of any witnesses.* Any equipment involved in the incident must be kept for examination;
- **notify** the British Embassy or Consulate if an emergency occurs abroad.

The home contact must:

- **Provide** a contact number for parents should an emergency occur at home;
- **Be available** at all times and be in a position to implement the emergency procedure;
- **Arrange** to contact parents of those involved and alert the LEA at the earliest opportunity. *For a serious incident* the home contact/responsible person *should* contact the parents of *all* party members. The party leader or other party members **must not** discuss matters with the media. **Under no circumstances** should the name of any casualty be divulged to the media:
 - members of the party **must not** be allowed to use the telephone until advised that it is in order to do so;
 - **the LEA** will deal with comments to the media.

LEA CONTACT NUMBERS

During Office Hours (8.30 - 5.30 p.m.)

01482 887700

Out of Office Hours (Emergency helpline)

01482 392999

7. KEY ISSUES TO CONSIDER IN THE EVENT OF A SCHOOL CLOSURE

If it is necessary to close a school, it is important to inform everyone who may be affected as soon as possible and to keep them informed if the reopening date is unsure or may change.

Detailed guidance on school closures and bad weather procedures are also available on the schools' Intranet in the guidance folder of the management section.

The following list identifies the main people who need to be informed of the closure:

- governors
- staff
- pupils

- parents
- sports coaches
- supply staff
- volunteers
- music teachers
- bus company (**J.T Travel**)
- the Meal Wagon / Meal Wagon Schools
- food transporters for Meal Wagon
- any contractors that are due to work on the site during the period of closure
- any suppliers due to deliver during the period of closure.

The following LEA service providers will be informed by CFAS if you telephone the LEA emergency telephone number during office hours:

• School Transport • Press office • School Meals • Building Cleaning • Grounds Maintenance • Building Design & Maintenance • Road Safety (Crossing Patrols) • Music Service • SENSS • Education Psychological & Guidance Service	• Education Welfare Officers • School Improvement Service • Library Service • School Courier • School Accountancy • Audit • Personnel • Pupil Services • SEN Section
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8. EMERGENCY CONTACT TELEPHONE NUMBERS

Due to GDPR the numbers of staff have been removed from this policy prior to the publication on the school website.

Beswick and Watton – Staff List

NAME	ROLE	HOME TELEPHONE NUMBER	MOBILE NUMBER
Miss Sophie CARR	Classroom Teacher		
Mr Benjamin DOLMAN	Classroom Teacher		
Mrs Fiona DOLMAN	SEN Co-ordinator		
Mrs Elizabeth HARROS	Executive Head Teacher		

Mrs Rachel JOHNSON	Admin. Officer		
Mr Scott LAPWORTH	Sports Coach		
Mrs Carol McNEE	Teaching Assistant		
Mrs Rim MELLONBY	Assistant Head		
Mrs Josephine PROUDLOVE	Teaching Assistant		
Mrs Dawn SMITH	Higher Level Teaching Assistant		
Mrs Sharon STONE	Business Manager		
Mrs Rebecca WEBB	Environmental Teaching Assistant		

Bishop Wilton – Staff List

NAME	ROLE	HOME TELEPHONE NUMBER	MOBILE NUMBER
Mrs Geraldine BROWN	Teaching Assistant		
Mrs Fiona DOLMAN	SEN Co-ordinator		
Mrs Elizabeth HARROS	Executive Head Teacher		
Mrs Deborah HYDE	Classroom Teacher		
Mrs Karen KAYE	Teaching Assistant		
Miss Claire LANE	Nursery Nurse		
Mr Scott LAPWORTH	Sports Coach		
Mrs Mary LAZENBY	Admin Officer		
Mrs Jean LOUDEN	Classroom Teacher		
Mrs Sarah MCCARTHY	Classroom Teacher		
Mrs Rim MELLONBY	Assistant Head		
Ms Emma SCOTHERN	Teaching Assistant		
Mrs Dawn SMITH	Higher Level Teaching Assistant		
Mrs Sharon STONE	Business Manager		
Mr John TOWN	Caretaker		

Middleton on the Wolds – Staff List

NAME	ROLE	HOME TELEPHONE NUMBER	MOBILE NUMBER
Mr Lewis BELL	Classroom Teacher		
Miss Polly BURGESS	Classroom Teacher		
Mrs Mandy CLARK	Teaching Assistant		
Mrs Fiona DOLMAN	SEN Co-ordinator		
Mrs Emily DRING	Cook		
Mrs Claire GREEN	Classroom Teacher		
Mrs Elizabeth HARROS	Executive Head Teacher		
Miss Kathryn JACKSON	Teaching Assistant		
Mrs Rachel JOHNSON	Admin. Officer		
Miss Samantha KITCHING	Nursery Nurse		
Mr Scott LAPWORTH	Sports Coach		
Mr Steven LINGARD	Premises Manager		
Ms Lisa MANCAIS	Teaching Assistant		
Mrs Rim MELLONBY	Assistant Head		
Miss Johanna PRESTON	Teaching Assistant		
Miss Paige RAMSDEN	Classroom Teacher		
Mrs Emily ROSE	Kitchen Assistant/Cleaner		
Mrs Dawn SMITH	Higher Level Teaching Assistant		
Mrs Sharon STONE	Business Manager		
Mr Anthony WRIGHT	Teaching Assistant		

Governors – Contact List

NAME	Role	Home tel	Mobile tel
Reverend Jane ANDERSON	Foundation		
Mrs Dorothy Appleby	Co-opted Temporary Chair		
Mrs Rebecca Beere	Parent		
Mr Lewis Bell	Staff		
Miss Carrie DEAN	Co-opted		
Mrs Michelle Dixon	Co-opted		
Mrs Elizabeth Harros	Voting Executive Headteacher		
Mrs Rim Mellonby	Associate		
Mrs Ashlea North	Parent		
Mr Anthony Pexton	Foundation		
Mr Stuart Pine	Parent		
Mrs Anna Trever	Parent		
Mr Richard Wilkinson	Co-opted		

ERYC – buildings office hours 01482 395990/991 out of hours emergency number 07967 146164
 ETEACH; 01482 392509 EMAIL; supply.service@eastriding.gov.uk
Beswick@eastriding.gov.uk Middleton.primary@eastriding.gov.uk
Bishop.wilton@eastriding.gov.uk
 Schools' Transport 01482 395529. Sarah Bengel 01482 395440
 J.T.Travel (school transport) 07595 906606
 Airco Installation Ltd (boiler) 01482 587038

OTHER USEFUL CONTACT NUMBERS:

Emergency Services
 999 (24 hours)

Reporting a child death.

You must call this number and complete a form via the electronic reporting system to report a child death.

Margo Smith, Business Manager, CYPSSS

Tel: 07800 853363 (07800853363 out of office hours)

Email: margaret.smith@eastriding.gov.uk

Child death notification forms are now available via our electronic reporting system eCDOP:

<https://www.ecdop.co.uk/HullER/Live/Public>

Local Authority 24 Hour Emergency

Number to be called for all emergencies except child death. **01482 392999.**

This service can be contacted to obtain the relevant support from any Council service outside normal working hours (24 hour service).

PLEASE NOTE THAT OF THE BELOW COUNCIL SERVICES THAT ARE OFFICE HOURS, IN THE EVENT OF AN OUT OF HOURS EMERGENCY THE PERSON RECEIVING YOUR CALL ON THE 24-HOUR NUMBERS (above) WILL HAVE ACCESS TO SUPPORT FROM ALL COUNCIL SERVICES.

Schools Asset Manager

Tel: 01482 392191 (office hours)

Safety Services

Tel: 07951 413828 (office hours)

Communications/Press Office

Tel: 01482 391440 (office hours)

Educational Visits Coordinator

Tel: 01482 392417 (office hours)

Educational Psychologists

Tel: 01482 392254 (office hours)

ERYC IT

Tel: 01482 394444 (office hours)

Police Non-Emergency 101 (24 hours)**NHS Direct 111 (24 hours)****NPower**

Tel: 0800 073 3000

Northern Powergrid

Tel: 0800 011 332 (24 hours)

Scottish Power

Tel: 0800 027 0072

Environment Agency

Tel: 0800 807060 (incident hotline 24 hours)

Email: www.environment-agency.gov.uk

MET Office

Tel: 0370 900 0100 (24 hour, weather desk)

Yorkshire Water

Tel: 0902 395 0541

Gas Leaks (national grid emergency line)

Tel: 0800 111 999 (24 hours)

DFE Incident alert team

Email: incident.alert@education.gov.uk

DfE incident support helpline

To provide advice and support to the sector when dealing with emergency situations and incidents. Monday to Friday 8am to 6pm.

Tel: 0800 046 8687

Foreign & Commonwealth Office

Tel: 0207 008 1500 (24 hour, consular assistance)

Teacher Support Network

England: 08000 562 561 (24 hours)

Emergency planning service duty officer

Tel: 0300 330 2080

Children's services

Tel: 01482 395500

Media / communications

Tel: 01482 391450

Property

Tel: (01482) 392191 or 07590 007726 (outside office hours)

Transport

Tel: 01482 395534 (office hours) or 07776 470782 (outside office hours)

Catering

Tel: 07810395469

Educational visits

Tel: 01482 392254 (office hours)

Emergency planning

Tel: 01482 393051 (Office hours)

Health and safety

Tel: 07951 413828

Risk / insurance

Tel: 01482 394191 (office hours)

Email: insurance@eastriding.gov.uk

Legal

Tel: (01482) 393143 (office hours or 07511 633950)

Human resources

Tel: 01482 391160 (office hours)

Educational psychology

Tel: 01482 394000 (option 4 then option 2)

Occupational health

Tel: 07825917979

9. EMERGENCY LOG SHEET

FIRST NOTICE

Use this form to record initial information received on the incident.
Complete as many boxes as possible.
Start your log as soon as possible.

MIDDLETON-ON-THE-WOLDS C.E. (V.C.) PRIMARY SCHOOL
BESWICK & WATTON C.E. (V.C.) PRIMARY SCHOOL
BISHOP WILTON C.E. (V.C.) PRIMARY SCHOOL

Date:

Time:

Your Name:

Caller's Name:

Caller's Phone Number:

Caller's Organisation:

Caller's Location:

INCIDENT DETAILS

Location

Details

Appendix A

FOR USE WITH ADMISSIONS FORMS AND EDUCATIONAL VISITS FORMS

Name of Child.....

I hereby give permission for the party leader, during in out-of-school activity, to authorize emergency treatment for my child.

Signed: **(Parent / Carer)**

Date:

If you are unable to sign this authorisation for religious or medical reasons, please contact the Headteacher or party leader to discuss arrangements for your child.