

Ramillies Hall School and Nursery

Critical Incident Policy and Plan



Introduction:

References in this document to “the school” includes the Nursery unless otherwise stated.

At Ramillies Hall School and Nursery, we aim to provide and maintain a safe and healthy environment, so far as it is reasonably practicable, for all the students, parents staff, temporary contractors and any visitors on site. We have robust procedures in place in case of emergencies. We aim to ensure that the premises and equipment are maintained safely and are regularly inspected.

A crisis can be defined as “a sudden, unexpected event that is potentially distressing to children, staff and the school and wider community, or an event which could potentially put children and staff at risk from harm”

This policy aims to set out the precautions the School and Nursery may take when a crisis occurs. It cannot provide an exhaustive list to deal with any eventuality, but instead provides protocols to be followed as appropriate to any crisis situation.

The following are examples of situations which may be considered a ‘crisis’:-

- A serious accident involving children and/or staff either on the premises or elsewhere
- A violent intrusion onto the premises either in person, or by means of arson or bomb attack or threat of such
- Denial of access to the premises
- The result of a hazardous substance near or on the site
- Severe weather such as flooding, snow, high winds, extreme storms
- Events which lead to higher than normal absences e.g. infection diseases.
- The death or major injury to a child, staff member or other member of the community whether accidental or otherwise.

Our Commitment

The School and Nursery is fully committed to maintaining the safety and protection from harm of all children and staff at all times. In the event of any crisis, as described above or otherwise, the situation will be personally managed by the most senior member of staff present, usually the Proprietor of the school together with the Headteacher, Nursery Manager and Estates Manager.

If the Proprietor and/or Headteacher, Nursery Manager are not present, the next most senior person will take charge but will contact them immediately.

This policy, in conjunction with related policies, forms part of our Emergency Plans of which all staff are made aware as part of their induction process. All staff are made aware of their personal responsibilities during such an event.

Policy Statement

- all staff will read all policies including those which relate to emergency procedures
- all staff will be made aware of their responsibilities should a crisis situation occur

In the Event of a Critical Incident

The Headteacher, Nursery Manager along with the Estates Manager must ensure that the Critical Incident Emergency Plan (Appendix 1) is immediately put in place.

Immediate Action

The first consideration in reacting to any crisis is to minimise the risk of danger to staff and pupils. Situation managers will consider whether evacuation or 'Lock Down' should take place and the emergency services contacted immediately where necessary. The caller will give a brief summary of the situation, making it clear that young children are present.

Evacuation will be announced by use of the Fire alarm, and the fire procedure followed. If the assembly point were deemed unsafe, e.g. in case of escape of gas or other toxic substances, an alternative assembly point will be used and communicated to all staff. If necessary, the car park of Cheadle Hulme Methodist Church will be used.

If appropriate, it will be suggested that Lane End School should be warned of the situation.

Lock Down will be announced by use of Lesson bells / klaxon and the Lock Down Procedure followed.

Following Evacuation or Lock Down

Actions will be determined by the nature of the event. Where possible the normal routine of the day will be continued if the crisis has been averted, or less significant than expected.

- If evacuation has occurred and children and staff cannot return to the buildings, children will be taken to a nearby place of safety. Staff will ensure that children have access to drinking water and food as necessary. Parents and carers will be contacted as soon as possible and asked to collect their children.
- If lock down has occurred and children and staff cannot leave buildings, the Headteacher and Nursery Manager will follow the advice of the emergency services as to how to proceed. Parents will be contacted and informed of the situation when possible. Staff will ensure that all children are kept safe, comforted and that their basic needs are met.

Communication

- **Staff.** Once the immediate crisis has been dealt with, the Headteacher / Nursery Manager will inform staff as fully as possible of the incident, the circumstances surrounding it, what action has been taken, and what remains to be done. Where necessary, staff in other departments who have not been involved will be informed so as to counter rumours or speculation.
- **Children.** Children will be informed of what has happened in a way which is appropriate to their level of understanding. That they feel, safe, secure and reassured is of paramount importance.
- **Parents.** Depending on the nature and scale of the incident, it may be necessary to communicate with some or all parents in person, by telephone or writing. The Headteacher / Nursery Manager and any nominated staff will be responsible for this. Where possible, mobile phones will be used so as to keep the land line clear for incoming calls.
- **Public.** If it likely that the incident will attract media coverage, the Senior Leadership will meet to discuss the possibility of a press release. Staff will not discuss the incident with representatives of the media, or with any other third parties outside the school.

Confidentiality

It is of paramount importance that the privacy of pupils, parents and staff is maintained, particularly in the face of media enquiries.

Following the incident

- The school and/or nursery will be re-opened and the normal routine re-established as soon as possible.
- If necessary, pupils and parents will be supported by being encouraged to talk to designated staff.
- A de-briefing meeting will take place to review the incident and the school and/or nursery's response. This will include a review of this and other relevant policies.

Record Keeping

- Personal record files and contact numbers will be kept up to date at all times. Emergency contact numbers are stored online, and hard copies are also stored in the School Office, the Nursery Office and in all three Nursery departments.
- Parents are requested to inform us immediately of any changes to contact details, but are also given an opportunity to update these annually on an update form.

Emergency Grab bags

- An emergency grab bag is stored in the School Office and the Nursery Office which contains :-
 - contact numbers for all pupils, staff and key organisations
 - lists of pupils with medical conditions
 - emergency registers
 - first aid kit and if available, medication for pupils with medical conditions

Situation Management

- Staff are requested not to share information about any crisis situation with any outside source, including the media without permission

Closure due to weather

- If severe weather conditions are announced or have arrived which may affect the safety of staff or pupils either travelling to the School and Nursery or whilst at the School or Nursery, then closure of the School and Nursery will be considered – See Emergency Closure Policy

High incidence Infectious Diseases

Isolating cases and minimising the spread of infection where there is a significant outbreak of an infectious disease at the School and Nursery

- Parents should be contacted of children that are affected and are advised to collect their child from the setting. Affected members of staff should also be sent home
- Affected children should be isolated from other children until collected by parent.
- Staff and children suffering from diarrhoea and vomiting should not return to school/nursery/childcare setting until they have been symptom free for 48 hour
- Staff and children movements between rooms are to be restricted, as far as possible.
- Joint group activities should be stopped, as far as possible.
- Visits out of the school/nursery/childcare setting must be stopped immediately
- People visiting the setting e.g. social workers, welfare officers and nurses must wash their hands on entry and exit to the premises and after contact with each child
- Food prepared on site must be for consumption at lunch and break times only and prepared by catering staff in the school, or appropriate staff in other settings
- Food brought into the setting must be consumed by that person and returned home or disposed of if not eaten. A risk assessment for communal sharing of food must be undertaken

If Nursery staffing levels are unavoidable reduced:-

The Nursery will try at all times to remain open where there are sufficient staff to ensure children are cared for safely and effectively, preserving Ofsted designated minimum ratios. Children may be grouped differently and managers who are usually office based will be redeployed where necessarily. Agency staff may also be used where necessary.

However, where adequate adult supervision cannot be provided, the nursery may be forced to close temporarily as stated in the Emergency Closure Policy.

If School staffing levels are unavoidable reduced:-

The School will try at all times to remain open where there are sufficient staff to ensure children are cared for safely and effectively. The pupils may be grouped differently and teaching staff will be redeployed where necessarily.

Other related policies: Fire Risk Policy, Fire Procedure Policy, Lock Down Policy, Illness and Infection Policy, Accident and Incident Policy Closures Policy.

Date written / reviewed Signed by Lindsey Vincent, Nursery Manager	September 2017
Reviewed DMP / RP	January 2018
Date due for review	September 2018