



MARKET FIELD SCHOOL

PART OF HOPE LEARNING COMMUNITY

Critical Incident Plan

Operational Policy	
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Safeguarding Statement

Market Field School respect and value all children and are committed to providing a caring, friendly and safe environment for all the students in our care, so that they can learn, in a relaxed and secure atmosphere. We believe that every student should be able to participate in all school activities in an enjoyable and safe environment whilst being protected from harm. This is the responsibility of every adult employed by or invited to deliver services to Market Field School. We recognise our responsibility to safeguard all who access school and promote the welfare of all students, protecting them from physical, sexual and emotional abuse, neglect and bullying.

This policy has considered the Essex guidance to Responding to Critical Incidents.

DEFINITION

A school may experience a range of incidents that have to be managed.

Incident: a situation that is dealt with by the staff team. This may, perhaps, involve some communication with the school leadership team (who may be involved in communicating to parents) but the staff member remains in control of the event and is able to cope.

Emergency: an incident which overwhelms the coping mechanisms of the staff team, and which requires the establishment's Emergency Plan to be initiated. This may, perhaps, involve some communication with outside agencies and maybe support, but the establishment takes control of the situation and is able to cope.

Critical Incident: an incident which overwhelms the coping mechanisms of both the staff team and the school, and which requires the school's Critical Incident Plan to be initiated.

Major Incident: an incident which is declared so by the Emergency Services, who will take control and where the Local Authority's Major Incident Plan is initiated. The School's Critical Incident Plan will be required to co-ordinate with the Police and other agencies.

What do we mean as a critical incident in a school setting?

'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 capacity of that school'.

A critical or major incident requires the school's Critical Incident Plan to be initiated.

Such incidents will usually require the assistance of the relevant emergency services, the wider Academy Trust and, potentially, wider support from Essex County Council and other relevant organisations.

The incident may be unanticipated, imminent or in progress. It may occur on school property, in the local community or out of school. Examples may include:

- A major incident on the school site
- Gas leak
- Arson/fire or explosion
- Public Health Emergency (including a Pandemic Influenza)
- Pupil sudden death or suicide
- Sudden death of a staff member
- Abduction/disappearance
- Floods from a major water leak, excessive surface run off, or a nearby watercourse or river flooding
- An external security risk or incident requiring the lockdown of the school premises
- Terrorism or a bomb threat or explosion
- An incident which affects access to the school
- An incident off site whilst members of the school community are on a school visit

- A minibus or coach accident on a school visit returning to school, no pupils injured
- A terrorism event occurring in a major city (i.e. London) during morning rush hour with a school group on their way into the affected city.
- An environmental incident, for example, the release of hazardous substances or severe weather
- A deliberate act of violence such as the use of a knife or a firearm on site
- Civil disturbances
- A transport-related incident near to the school

The Critical Incident Response Team (CIRT)

In the event of a critical incident on site (which will include the Bungalow Alternative Provision on the Asterwood estate), the Critical Incident Response Team (CIRT) will lead to reduce confusion as to who is in charge during an emergency.

(Whilst not best practice to name staff in a policy, for the purposes of clear system responses, this policy names the staff and will be kept updated)

The CIRT will comprise of the following:

Gold response: Ruth Whitehead – Headteacher

Silver response: Peter Dwight – Deputy Headteacher

Silver response: Patrick Batchelor – Site Manager

Bronze response: Stacey Saxby, Rebecca Norfolk, Kim Bere, Sarah Gallaher – Assistant Headteachers

Bronze response: Tresa Bartlett – Admin Office Manager

Bronze response: Kayly Elmer – School Nurse Consultant

Bronze response: Karen Rowland – Head of Wellbeing

The CIRT has in place a plan to deal with all possible incidents, listing the roles and responsibilities of each member of the team. Key members of the CIRT (Gold and Silver) are contactable 24 hours a day and have in place arrangements for continuity purposes during the school holidays.

Preventative and Precautionary Measures

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effect of others minimised by taking sensible precautionary measures. It is expected that:

- all staff and pupils should be familiar with the school's routine for fire and the evacuation of the school building when hearing the fire alarm.
- All staff should be familiar with the routines and procedures for dealing with emergencies (as detailed in this policy)
- All staff should be familiar with the school security systems, in particular that all visitors not wearing a visitor badge should be challenged and escorted back to reception, to wait on the outside of the secure area.

- All staff organising school trips and visits follow school guidelines and complete a risk assessment on Evolve, which is signed off by the EVC.
- All staff are aware of pupils with medical needs and/or health conditions
- All staff are aware of the school policy around deescalating difficult behaviours and in dealing with violence in the workplace.
- All staff are aware of the need to assess associated risks to children before carrying out an activity (for example, using hot water in a science lesson)
- All staff are aware that they also need to consider the personal risk to themselves before carrying out an activity.

Implementing the Plan

Follow the **SAFER** principle.

Stop – and gather information, start to gather people to help from the Critical Incident Response Team. Start recording decisions and actions on the incident recording sheet.

- Bring together the CRIT
- Assign tasks and ensure everyone knows what is expected and logs their action on a central log of events record sheet.
- Consider whether the school needs to be closed (this decision rests with Gold response)
- Identify a member of CRIT to coordinate information
- Consider communication to school staff/pupils/community.

Assess – what has happened, what can you see, what did you hear, what are people saying, are there any known casualties, is first aid/ambulance required? Who else needs assistance?

- What happened/where/when
- How many involved; who are they?
- Name and contact numbers of adults at location of incident
- Details and location of injured (severity, name of injured and supervising adult(s) name(s)/contact number
- Details and location of non-injured names, supervising adult(s) name(s)/contact number.

Formulate – a plan for the next 5 minutes

- Bring people around you to help
- Launch the Critical Incident Plan
- Work out your base and establish a dedicated phone line to operate from that base
- What has been done and what needs to be done next?
- Ensure Emergency Services have been contacted
- Ensure the Trust CEO, the Trust Site Manager, the Trust Operations Manager, the Trust Mental Health and Wellbeing lead, the Bungalow, the Chair of the Advisory Committee have been told
- Consider wider response: College, Local Authority, Hope Lodge (what do they need to be told?)

Execute the plan and delegate the tasks

- Identify actions for CIRT members and identify if more members are required

- CIRT to agree a statement for all incoming calls, which can be managed by properly briefed staff or via informative answer phone messages (out of hours)
- CIRT to brief personnel having direct links with public/media (including Trust) – factual, brief statements only. Discourage speculative discussion.
- Action the ‘telephone cascade’ for staff and Local Advisory Committee/Trust, where appropriate, to keep information flow fast and accurate
- Communicate with families whose relatives (children and adults) are or may be involved. This should be done quickly and with great sensitivity, by a CIRT member. It is the responsibility of the Police to notify next of kin in the event of a death
- Consistency of information is essential, therefore, use the agreed statement and the most up to date information available.
- Do not leave messages or extended chains of communication
- Establish a reception base for concerned relatives coming to the school and think carefully about the siting of this base. Ensure that people who are able to comfort and inform relatives are staffing this. Maintain direct contact with the base
- Prepare general information for all parents/staff/wider LAC and Trust. Information should be simple, factual, express sympathy and concern and should indicate when further information may be available
- Regularly brief school staff and wider Trust and ensure no one other than those authorised to do so is speaking to the media
- Brief students (where appropriate). Consider how this is to be done

Reassess – be prepared to stop, look around, is the plan working? Does it need to be altered?

- How long is the incident going to continue for?
- Do staff need to be rotated and tasks?
- Is there someone to hand over to?
- What continuing support is required for pupils, staff and relatives of those involved?

As the incident progresses, consider (with Trust consultation) mobilising continued support from the Local Authority. In particular:

- Communications Team
- Send Operations
- Educational Psychologists
- Experienced counsellors
- Social Care
- Emergency Planning Team
- District Teams
- Property Officers
- Health and Safety Executive

Consider religious support where appropriate from local religious groups.

Responding to a Critical Incident

The school's reaction to a critical incident can be divided into the following categories:

- i. Immediate action
- ii. Short term action
- iii. Medium term action
- iv. Longer term action

Immediate action

This occurs within hours of the incident occurring

- Obtain and collate information relating to the incident
- Uncertainty breeds rumour and speculation, accuracy of information is essential
- Gather and brief the CIRT
- Brief the team, allocate roles and responsibilities
- Trigger support from elsewhere within the Trust and, where appropriate, other services
- Establish clearly who is contacting whom
- Set up an incident management room and dedicated phone line. Ensure an agreed factual statement has been written for anxious families
- Contact families affected – quickly and with sensitivity. If appropriate, invite families into school for emotional support
- Make arrangements to inform parents – this may need to be after advice has been taken from the Trust, especially if there is the possibility of legal liability. Consider the form this information will take
- Brief school staff and caution them about talking to the media or responding to questions from reporters. It is vital that staff are kept informed in order to allow them to support students in a confident way.
- Inform students where appropriate, consider how this is to be done and by whom
- Arrange a debrief for the group immediately affected by the incident, ideally before they have left for the day. This should be a debrief both for staff involved as well as students (they may be separate). This may need to be after taking police advice if the incident involves the police
- Deal with the media – arrange a statement with the Trust (and, if appropriate the LA Communications Team) and decide who is going to speak to the media on the school's behalf
- Devise a plan for handling the reactions and feelings of people affected, which may include intense emotions ranging from denial to guilt. As well as drawing on the expertise of the School and the Trust, consider outside professionals who can offer support and help
- Start to consider short term action plan

Short Term Action

The next stage of an incident occurring

- Reunion of children with their families – especially where the incident has occurred outside of school. Children will usually be brought back to school site by the school staff/emergency services but some parents may wish to collect from the scene in order to support their own contextualisation of what has happened
- Managing staff – monitor staff responses, particularly if the crisis goes on for several hours, including members of the CIRT. Fatigue, weariness and own emotions can impact effective decision making
- Encourage pupils to talk – activate strategies to support children with this, drawing on expertise from Wellbeing Team and the Speech and Language Team
- Debrief meeting – arrange meetings with key groups: parents, staff and children to:
 - Clarify what has happened
 - Allow for reactions to be shared
 - Reassure people that their reactions are normal
 - Mobilise resources – for example, parent support groups

These meetings should be chaired by someone with the correct skill set to lead them, it could be someone not directly connected to the school.

- Formal and informal recognition of rituals – express sympathy to families of those hurt and/or bereaved. Visit staff/children in hospital. Consider cards and letters being sent from students. Consider attendance at funerals as well as special assemblies/memorial services.
- Re-establish routines – continuity is important for children. Whilst acknowledging the need to do this with sensitivity, it is an important stage of emotional recovery

Medium Term Action

Return to school for staff or pupils after long absence

- Reintegration will need to be planned carefully and will involve home visits, possible use of the school therapy team, inreach team as well as class teacher. Attendance (both student and staff) may be part time 'phased return' originally, with workloads and demands reduced and therapeutic/wellbeing support available.
- Consulting professionals – consideration should be given to using the Essex EP service, Trust professionals (Wellbeing lead) and other appropriate services for support and guidance, especially to help those who are showing prolonged or unusual reaction to the incident.
- Keeping parents informed – school (liaising with Trust) wellbeing services and Safeguarding services will create a pack of resources for parents giving guidance on possible delayed reactions of pupils who were part of the incident and suggestions on where to get appropriate help from.
- Support for staff – ongoing monitoring and support for staff needs to be considered, including members of the CIRT who may experience their own reactions both to the incident and to their response to it.

Long Term Action

- Monitoring the vulnerable – the effects of a crisis can reverberate for years and it is important that new staff and, where appropriate, students, are briefed on the school history to help them understand sensitivities to parts of the building and potential repercussions around anniversary times.¹
- Marking anniversaries – these difficult times need to be treated with sensitivity and may involve memorial services, painting of stones, remembrance gardens etc.
- Legal processes – the length of time to process the Legal aspects of an incident can extend the trauma and prolong the recovery process, the CIRT in particular may need to be involved in attending legal proceedings and face an extended period of emotional trauma.
- Curriculum implications – the immediate curriculum may need reviewing to ensure there is no potential for ‘triggering’ traumatised students with content
- CPD implications – the staff CPD schedule may need adjusting to add immediate priorities linked to recovery – for example, supporting students who have faced a bereavement

SCHOOL CLOSURE AT SHORT NOTICE

In the event that the school has to close at short notice or because of unforeseen circumstances, the following procedures will take place. The CIRT team will have a grab pack which contains all relevant information (a copy of SIMS records, contact information for key staff) and access to all classes via Dojo. Key members of the CIRT also have administrative access to the school website and the ability to post ‘pop up’ messages on the home page. The events covered by this policy are:

Storms

Winds forecast in excess of 70mph or storm force 8 could represent a potential danger to some buildings, trees, other structures and people.

The Met Office provides a regional weather forecast and colour coded ‘alerts’ with red representing a danger to life.

Safety considerations

- Safety of staff, students and visitors take priority. Lessons may be disrupted and school movement kept to a minimum – ‘indoor play’ is highly likely.
- School minibus fleet may be grounded
- Consideration needs to be given to staff/students walking to the car park due to the risk of falling masonry, panelling, fallen branches and trees.

Floods

Sudden flooding may result in local problems within school, making some rooms uninhabitable. Flash flooding may result in transport disruption and liaison with the transport provider.

¹ For example, school staff being reluctant to use ‘staff terrace’ due to a student jumping from it in July 2016

Cold Weather

This may be a problem due to the low temperature in some parts of the building or may be complicated by snowfall/ice making access to the building difficult. (if low temperatures are affecting parts of the building, a partial closure may be necessary)

The Education (School Premises) Regulations 1999 set a standard minimum working temperature of 18°C in teaching areas and 15°C In halls, corridors, cloakrooms and toilets where the external air temperature is 1°C or above.

Failure to reach these temperatures is a maintenance issue but if there is a breakdown which puts the heating system out of action for any length of time, consideration needs to be given as to whether the building can be heated with emergency sources of heat (for example, portable fan heaters) and continue to be occupied. This must take into consideration the cohort of children and if it is safe to use a portable fan heater in a particular classroom.

Adverse weather conditions may result in difficulties for staff in getting in to school, resulting in supervision issues. In such circumstances, the overriding priority will be the safety of the pupils.

Adverse weather conditions may result in difficulties for transport providers to get students into school or from school. The Gold/Silver response (Head/Deputy Head) will need to liaise with the Transport Manager about if it is safe to transport students. If heavy snow starts falling during the school day, the school may close early to ensure that students and staff can get home safely.

Disruption to the water supply

Provided sufficient notice has been given that the water supply is to be disconnected, it will be possible to make a decision on whether to keep the school open. This decision will be based upon:

- The duration of the disruption
- The capacity of the water storage tanks which enable toilets to be flushed

Emergency closure prior to the start of the school day

Market Field School recognises the importance of routine for our students and acknowledges that change from routine can be difficult both for our students and their families to cope with, with impacts that may involve physical incidents through dysregulation. It is the policy of the school to stay open wherever possible, however there will be circumstances where this is not possible, despite our best efforts. This might involve prior notice of a planned disruption to water supplies or energy supplies or a highly infectious illness following advice from Health Protection England. Parents will be given as much notice as possible of the closure and informed either of a confirmed or anticipated date the school will re-open. Communication may be through Class Dojo, the website, School Comms or phone call.

In other circumstances, weather conditions may worsen dramatically overnight. In these circumstances any decision over closure will reflect:

- Intelligence of weather conditions for the immediate school area and transport routes into the school
- The likelihood of staff being able to reach school in order to make it safe to operate
- The timing of the decision, taking into account the travelling arrangements of students
- Advice from the Transport Manager on whether they feel it is safe to operate their fleet

The decision to close will be taken by the Headteacher, after discussion with the Trust CEO and possibly the Transport Manager. Once the decision to close has been made, the Headteacher will

- Inform the transport manager (if not involved in the original decision)
- Inform the Deputy Headteacher and Site Manager
- Post a message on class Dojo and on the school website
- Update the School closures section of Essex Infolink (secure area)

The Deputy Headteacher will

- Notify key staff who will start a cascade system to inform staff

The school will make all practical efforts to keep parents informed as to the situation with the school during adverse weather conditions. However, parents are expected to check the website and class Dojo when it is clear that a closure may be a possibility.

The school appreciates that during bad weather, children may arrive later than usual. For students who do not come in on transport provided by the Local Authority, parents should contact the school to let us know that they are on their way but are likely to be delayed. However, it is important that if a parent feels unsafe to travel, they do not attempt the journey and notifies the school of this.

The school serves a mixed catchment including some very rural areas, we recognise that there may be some isolated incidents where families are cut off where most children can still get to school. In these instances, families should notify the school of the absence in the usual manner. Where the school is closed, all absence is authorised and coded using a special attendance code.

Health and Safety

In the event of snow, pathways will be cleared and salted. Staff, children, parents and visitors should still take care as they may still be slippery. If playgrounds are remaining open, children will be reminded of this in class before break.

Essential pathways will be maintained throughout the school day but the playgrounds may be closed with 'inside break' instilled.

Early closure

In exceptional circumstances, a review of an emergent situation may lead to the school, or part of the school, being closed early. The following factors will be considered in making this decision:

- It may be safer to keep certain groups in school rather than sending them home early
- Contacting parents/carers during the day
- Changing transport and school meal arrangements at short notice (particularly for students who are in receipt of Free School Meals)
- Any decision over sending pupils home early must include an informed assessment of their safety.

In the event of the school having to close during the day, parents will be contacted by phone and a message will also be posted on Dojo (school page for whole school, class page for partial) asking them to collect their child as soon as possible.

Communication

- Staff, students and parents will be made aware in advance of contingency arrangements
- Emergency arrangements will be posted on the school website and on class Dojo
- A staff communication 'cascade' will be used to inform staff of a closure before the start of the school day
- Any alteration of travel arrangements for children will be cascaded to parents from the transport provider.

Bomb Threats/suspect packages

If the school receives a bomb threat:

- This is likely to be on the telephone
- The person receiving the call should try to gather as much information as possible and then report the details to the Headteacher immediately.
- Do not sound the fire alarm. The phrase 'code RED' will be communicated to all staff members by the CIRT
- Staff should then follow the procedures in appendix C.

Appendix A: Action Cards

Guidance for all teaching and non teaching staff

Be ready to respond to any potential incident in or around the school site

Contact the Headteacher/school office in the event of any emergency, giving information about the:

- Location in the school
- Incident – what exactly has happened
- Other services – what is needed? School nurse team/ambulance/fire etc
- Number of casualties
- Extent of injuries
- Location (confirm for a second time)

If necessary, evacuate the building, according to school Fire Evacuation procedures.

Maintain a calm atmosphere

Respond to instructions given by members of the CIRT

Do not speak to the media, direct all enquiries to the Headteacher

Guidance for staff in event of a major incident within the school

Responsibility	Key person
Obtain facts and information	Headteacher
Call the emergency services using 999	Office manager
Administer first aid where possible	Nursing team
Inform wider school staff	Deputy Headteacher
Inform Trust	Headteacher
Inform Chair of LAC	Office Manager
Prepare to deal with media	Headteacher (under advisement from Trust)

Guidance for staff in event of a major incident off site

Responsibility	Key person
Obtain facts and information	Visit Lead
Call the emergency services using 999	Visit Lead
Administer first aid where possible	Named First Aider
Inform Headteacher at school	Visit Lead
Allocate responsibility to ensure pupils are safe	Visit Lead
Travel with casualties to hospital	Staff allocated by Visit Lead (2 staff where possible)
Complete accident forms (when back at school)	Visit Lead

Where distance is not prohibitive, a relief crew will be sent to the site of the incident to support the children and relieve the existing staff. This will always include a member of senior leadership who will take over Visit Lead responsibilities (although the visit lead will complete the accident forms)

Guidance for staff in event of a major incident on site (such as a fire/flood)

Responsibility	Key person
Keep a record of witnesses	Headteacher/Site Manager
Keep others informed of the situation	Office manager
Arrange for non-casualties to evacuate the school	Headteacher
Consider relocation to other parts of the school where possible/use of field	Deputy Headteacher
Be available for emergency services	Headteacher

Appendix B: Critical Incident Response Team responding to a critical incident

The base for the CIRT will be the Headteacher's office where it is still possible to use. The reserve on site location will be the Deputy Headteacher's office. In cases where it is not possible to use the school building as a base, the CIRT will locate in the Senior Playground underneath the canopy covered area.

Responsibility	Named Person	Status	Action
Lead on site	Headteacher	Gold	Ascertain details of incident Consider evacuation of school (via Fire Alarm) or invacuation (via Air Horn) Contact school CIRT Implement communication cascade
Initial call to emergency services	Office Manager	Bronze	Contact 999 - Be prepared to give the following information: o Emergency services o Exact location of the incident o Number of casualties o Nature of injuries o Location and telephone number where call is being made from o Hazards which emergency services may encounter at the site
Shut off critical supplies (i.e. water/gas) if safe to do so (and the nature of the emergency requires this)	Site Manager	Silver	Shut off critical supplies (i.e. water/gas) if safe to do so (and the nature of the emergency requires this) to prevent further risk/hazard.
Point of contact for emergency services on site	Headteacher	Gold	Be available for discussion with Emergency Services lead/commanders according to their own structure
Inform Trust	Office Manager	Bronze	
Point of contact for media	Headteacher (with Trust guidance)	Gold	Early establishment of critical media point Liaise and cooperate with media and answer queries Liaise with emergency services including police press officer and setting up of media centre Show concern without panic (assurance) Provide basic, factual information
Initial First Aid response before Emergency Services arrive	Nursing Team/named First Aiders, under the direction of Nurse Consultant	Bronze	Provide emergency first aid prior to emergency services arriving.
Collating key information	Deputy Headteacher	Silver	

Contacting parents/carers	Admin team under the direction of Office Manager	Bronze	Ring any parents and carers of children directly involved Notify all parents/carers when appropriate
Inform Transport Office	Office Manager	Bronze	Essex and Suffolk transport offices.
Liaison with staff, pupils and parents	Assistant Headteachers	Bronze	
Manage telephone contacts and individuals coming into the school	Office manager	Bronze	
Coordinating a record of contacts and logging significant actions	Deputy Headteacher	Silver	Keep a log of all actions taken using the critical incident log
Maintaining the normal running of the school, where possible	Assistant Headteachers	Bronze	

Appendix C: Offsite Evacuation Procedure

In the event that the school building needs to be evacuated off site:

- All children and staff will gather at the fire assembly points
- All classes and staff will be registered and accounted for, following the usual fire alarm evacuation procedures.
- Once this has taken place, the children will be led to the rear of the field (near the Clacton Road car park), one Assistant Headteacher will lead the way (from both gates on Primary playground and the football cage) with another Assistant Headteacher or Senior Teacher taking the rear after ensuring all children have left safely. Any additional adults (i.e. catering/admin) not remaining with the CIRT will support the children where directed by the Assistant Headteacher teams.
- The only staff remaining 'on site' will be the Gold/Silver response team, unless directed to leave by the Emergency Services.

Appendix D: Invacuation and Lockdown Procedure

In the event that the school has to be put into a lockdown situation:

If an invacuation is declared:

- The Headteacher will implement the invacuation procedure, in their absence this initial procedure will be implemented by the Deputy Headteacher.
- There will be continuous blasts of an air horn (these air horns are located in the following areas – Headteachers office, downstairs Assistant Headteacher's Office, Poplar (Sept 26) classroom, Apple classroom, Deputy Headteachers office, 9H classroom, 7S classroom, Cherry classroom, Science Room and Earth classroom)
- An email stating "This is a Code Blue" will also be transmitted to alert all children and staff to return to their classroom. This email will be sent by the Finance Admin Officer.
- The CIRT members: Headteacher, Deputy Headteacher, Office manager, Nurse and Site manager are to report to Headteacher's office (phone line available)
- Admin staff are to all report in their offices, catering team/MDAs to report to the kitchen.
- The Finance Officer will call the Site Manager, the Kitchen and the Bungalow (Wellbeing Hub) to ensure they know we are in a lockdown situation.
- Once inside designated safe space, all windows and doors are to be closed, blinds are to be shut and doors are to be locked (classroom doors may need to be made secure by pushing a large piece of furniture against them by staff) and glass panels in doors will be covered
- Staff to complete head count as soon as possible and reply to the 'Code Blue' email stating class name/location name and if all children/staff are accounted for. The admin team in the front office will log these emails as they come in and record on an invacuation sheet log.
- CIRT will be notified if a child is missing via phone call (ext 205)
- All teaching staff will remain in classrooms, keeping children calm, away from windows and sitting on the floor. They will be entertained with films/colouring/very quiet activities
- Any staff who are in, for example, Speech and Language Room or PPA room should remain where they are
- All children in external PE lessons or who are outside will be advised to return to the school building as quickly as possible in an orderly manner – the last room to be locked will be the main hall – which is where this group should go if returning from PE (and should wait in the PE store cupboard)
- All external doors to the school will then be locked, starting with main entrances - Under no circumstances should anyone leave the classroom e.g. toilet, nurse etc.

Follow the CLOSE procedure:

Close all windows and doors

Lock up – using the key in the emergency boxes

Out of sight; minimise movement, closing blinds if deemed necessary and seating children on the carpet

Stay silent and avoid drawing attention

Endure; be aware you may be invacuated for some time

Monitoring the Site Entrances: Once the site is secure, CIRT staff should remain in the building and monitor entrances discretely from side windows. Staff should only open doors and gates when visual confirmation of the presence of the Emergency Services can be confirmed. Once the incident has been resolved the Head Teacher and Deputy Headteacher will walk through school stating “all clear”.

If appropriate, parents will be informed through an electronic message sent out via SchoolComms which will be fairly simple but factual and tailored to the circumstances. This message will be sent by the Office Manager, on behalf of the Headteacher

Appendix E – Critical Incident Preparation Checklist (updated termly and stored with risk register)

Up to date information about:

CIRT Team contact numbers	
Location of CIRT in the school	
Pupil/staff/Trust contact details	
LA emergency contact details including School Comms team	
Transport lists	
Pupil/staff movement data (who is on a trip/who is off sick?)	
Location of Gold/Silver CIRT during holiday periods (and contingency plans)	
Premises/up to date site plan including critical locations eg chemical store/key salvage priorities/gas/water/electric main control points/oxygen tanks	
Location of keys to classrooms/buses/safe etc	
Copy of risk register	
Server back up arrangements	
Educational Visits including Evolve database login details. Details of names and contact details of all pupils and staff off site	
First Aider list	
List of vulnerable students with significant medical needs/disabilities	
Evacuation/invacuation procedures known, visible and practiced	
Telephone lines – private, mobile, emergency access, chargers	

Small room/quiet area for police statements etc	
Plan in place for possible off-site location	
Site for emergency office identified	
Knowledge of resources available to deal with the recovery phase for staff and pupils	

Task	Time scale
Obtain as much factual information as possible at the start of incident and assess what has happened	Immediate
Alert Headteacher or Deputy (in absence). Headteacher to convene CIRT	Immediate
Convene meeting of CIRT and assign roles/tasks/responsibilities.	Immediate
Formulate a plan and launch CIRT	
Start the incident log – always keep a log to explain the context of decision making	Immediate
Make arrangements for handing media, in liaison with the Trust	Immediate
Execute the plan	Ongoing
Reassess and readjust as required	Ongoing
Communicate details of incident to staff/students/Trust/parents as appropriate	As soon as is practically possible
Inform pupils sensitively where needed	As soon as is practically possible
Arrange a debrief meeting for staff involved in the incident	Before leaving school
Arrange a debrief meeting for students involved in the incident	Before leaving school

The recovery phase

Task	Time scale
Identify and agree a range of response and support measures. Facilitate support for high-risk students and assess who else requires ongoing support. These have the potential to run for many weeks or months after the critical incident has concluded	Next few days/could be longer
Consider the overall response of the school including attending funerals/rituals/memorials. Consider arrangements after full consultation with the families directly involved	Next few days
Review and revise plans in light of experience	As soon as possible

Appendix G: Critical Incident Recording Sheet

Date:

Incident:

Date/Time	Who	Details/Actions Taken