

# MAJOR INCIDENT PLAN

Most incidents are covered in other policy documents. However should there be a major incident that does not already have a procedure for dealing with it, the following should be adopted but will depend on the nature and circumstances of the incident.

References in the plan to 'the Principal' applies equally to either Mark Hunter or Debby Hunter.

## 1. Accident involving children whilst on a school trip (including a road accident)

- **Immediate action (by staff on the trip):**

- Remove children from danger if possible/appropriate;
- Contact emergency services;
- Inform school office and ensure accurate information is given.

- **Immediate action (by the school office):**

- The school office will inform the Principal immediately;
- The Principal will assume responsibility for co-ordinating/contacting families as necessary and will appoint a member of the team to be the 'incident co-ordinator' at the school (referred to below as 'the school office') who may be designated to carry out some of these responsibilities;
- The school office will ask one of the teachers on the trip to be 'point of contact' and ensure that all details received are checked - confirming which children are involved in the incident, which police station/hospital is dealing with the incident/accident and repeating clearly first name and surname of children whose parents need to be contacted;
- School office and 'point of contact' will agree on how children can be brought home as soon as possible based on the circumstances – including any advice from the emergency services;
- Staff (on the trip) NOT to contact parents or others by phone/text or social media unless asked to do so. This is to avoid incorrect information be passed on to parents before the school has made contact, or alerts about the incident/accident to spread on social media.

- **Action as soon as possible:**

- The school office is responsible for contacting families of those involved;
- If the school office cannot get through, a message should be left for the parents to ring the school, no other information should be left. Ensure the school contact number is given;
- If contact is made with an 'emergency contact' try to ascertain the whereabouts of the parents but do not give any other information other than the school needs to contact the parents;
- Where possible use the school mobile to make outgoing calls in order to leave the landline free for incoming calls. If necessary the Principals can provide other mobile/landline facilities;
- If there is death or serious injury the police will inform parents (possibly with a member of staff);
- Only those parents that need to be informed should be contacted at this stage. Only factual information should be given to parents contacted;
- The school office will make a careful note of those parents who still need to be informed. If additional support is required another, fully briefed, member of staff should be enlisted to help;
- When parents ring back, it is imperative that staff are absolutely sure that they are speaking to the correct parent (ask for child's date of birth/postcode BEFORE discussing any information);
- If anyone not directly involved in the incident wants information (ie the media) then the response must be 'no comment at this time';
- The Principal will draft a statement based on facts that are known. Only known facts should be given, the school cannot speculate on the causes and consequences;

- Once ALL parents who need to be contacted have been directly spoken to by the school, the Principal will inform other staff and parents by email, using the information given in the statement;
- The Principal will contact the ISA for further advice (if during phone contact hours);
- Press or media will not be allowed onto school premises;
- A statement will only be released to the press or media through the school office (with permission of the Principals and in consultation with the emergency services if appropriate). This will only be done once all staff and parents have been emailed;
- If necessary the school will provide an assembly point. Staff who have been fully briefed may be asked to come in to the school to provide refreshments and further support.
- **Over the days that follow, it may be considered appropriate to:**
- Allow children time to talk about the incident (may be necessary to hold a debriefing meeting led by an experienced outside professional);
- Identify high risk children and members of staff;
- Express sympathy (staff may wish to visit those who may be in hospital or bereaved);
- Monitor the effects on all involved;
- Organise further counselling if necessary.

## **2. An incident on the school premises during school hours which may give rise to injury by remaining inside the building**

### **• Examples**

- The threat of an explosion, bomb alert, earth tremor, etc.

### **• Action**

- The Principal will be informed immediately, or the Principal's Appointed Person;
- The Principal/Appointed Person will assess the situation. The fire drill/evacuation procedure will be followed if injury is considered likely to result if children and staff were to stay inside or within the vicinity of the buildings.

## **3. An incident or threat of injury which could be heightened by remaining outside the building (including 'lock down' procedure).**

### **• Examples**

- Alert raised in the area due to escape of chemical gasses, escape or sighting of a dangerous animal, sighting of person in the vicinity of the school carrying or suspected of carrying a weapon, threat of terrorist attack, etc

### **• Action**

- The Principal will be informed immediately, or the Principal's Appointed Person;
- The Principal/AP will evaluate the situation. If it is considered the incident raises a real and possible threat to the safety of the children and/or staff then they will operate the following 'lock down' procedure:

### **• Lock down procedure**

- The Principal (or AP) will raise the alarm by shouting '**LOCK DOWN**', making sure that all children/staff on the school site have heard the alarm call;
- Staff will immediately gather their children as quickly as possible and return to their classroom. The teacher responsible for each class will ensure they have accounted for all the children in their class;
- The teacher will ensure all windows are shut and all access doors are locked or bolted;
- In the **Keilhau building** there are four outside doors. It is essential that the teachers liaise to ensure that the front door, the DT room outer door and each class's outer doors are locked with their respective 'snib locks'. Children and staff in Keilhau should wait in their 'cloakroom' areas;

- In the **Infant House** there are four outside doors - front door, kitchen external door, sliding door to the Kindergarten garden and the first-floor balcony door. If possible, all children and staff should gather on the first floor of the building away from the windows;
- Where possible children and staff should gather away from windows and ensure any blinds are lowered. If possible a member of staff should get their mobile phone – but not if this means leaving the children or leaving the safety of the building;
- Staff should remain with their children and await the **‘all clear’** from the Principal/AP or follow any further verbal instructions from the emergency services;
- Whilst the ‘lock down’ alert is being given the school office will immediately ring 999 and alert the emergency services. The school office will ensure that registers are available should they be needed and that the Principal (and others on-site) who have not been included in the classroom lock-downs will be given access to the office. The door should be locked and vigilance kept to help minimise the danger from the threat;
- The Principal/AP will liaise with the emergency services to decide on what action to take next.
- **On conclusion of the incident:**
  - If the incident is concluded as a ‘false alarm’ - the school’s normal timetable will resume. The School Office will circulate an email to parents to let them know that a ‘lock-down’ procedure was carried out at the school and there should be no cause for concern, but their children may want to talk about it when they get home;
  - If the incident results into a ‘serious incident’ - the procedure in **Section 1 – Action as soon as possible** – should be set in motion.

#### 4. Disaster in the Community

- **Examples**

- Fire, explosion, major road accident, civil disturbance, terrorism, not directly involving the school site or children/staff at the school.

- **Action**

- If the incident happens within the close proximity of the school it may be necessary to remove children from any danger (use evacuation/lock-down procedures);
- Depending on the circumstances, it may be necessary to contact the emergency services;
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained;
- If appropriate Inform children of the incident. This should be told simply and without fabrication;
- Keep in-coming phone line clear so that emergency services are able to provide updates;
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise;
- Attempt to stick to normal school routines as soon as possible;
- **Over the days that follow it may be considered appropriate to:**
  - Allow children time to talk about the incident (may be necessary to hold a debriefing meeting led by an experienced outside professional);
  - Identify high risk children and members of staff;
  - Express sympathy (staff may wish to visit those who may be in hospital or bereaved);
  - Monitor the effects on all involved;
  - Organise further counselling if necessary.

## 5. Emergency plan during a virus-related emergency

During the emergency the school will remain open unless a decision is made to close (see below)

- **The school will:**

- continue operating as normally as possible;
- Take hygiene measures to reduce risk of infection (ie hand washing, disposal of tissues, etc)
- Ensure that staff showing signs of infection go home;
- Ensure that children showing signs of infection are isolated (see Health and Safety Policy – infection control) and arrangements made for them to be collected by parents or carers and taken home;
- Provide any information requested by Health Authority/Local Authority e.g. absence rates.

- **Parents will:**

- Keep children at home if the child or another member of their family or household feels unwell with virus symptoms or has a raised temperature;
- Make sure that any child who has been unwell is fully recovered before they return to school;
- Agree to immediately collect their child from school if requested by the school and ensure that the school has up-to-date emergency contact details.

- **The school will close in the following circumstances:**

- If there is advice from Central Government via the local authority that all settings/schools in an area should close;
- If there is advice from the Health Authority that an emergency closure of the school is necessary;
- If there is an insufficient number of staff available for the school to remain open;
- If there are no members of the management team available to open the school and allow it to operate as normally as possible;

The decision to close the school will be taken by the Principal in response to the above conditions.

- **If the school closes:**

- Staff should remain at home. Staff may be asked to carry out non-contact work at home;
- A daily updated message will be placed on the telephone to advise parents of the latest information regarding the closure and the likely re-opening day;
- The period of closure will be kept to the minimum possible time;
- No refund of fees will be made during a period of emergency closure of the school.

- **Informing parents of emergency closure:**

In the event of the school needing to close, parents will be notified follows:

- Parents will be informed by email that the school will be closed;
- a recorded message will be placed on the school's answerphone system;
- Up to date information will be available to parents on the school website;
- Parents will be notified of the school's re-opening via email and a recorded message on the school's answerphone - parents are responsible for keeping in daily contact through the school website and checking for email updates.

## 6. Death of a member of staff or a child at the school

Whilst the response will vary depending on individual circumstances the following general procedure will be considered:

- The Principal will be informed immediately;
- The Principal will assume responsibility for deciding on the appropriate course of action and lead on the response;
- Should it not be possible to contact the Principal the Appointed Person will take the lead on the response and put in place those procedures that would have been put in place by the Principal, whilst continuing to contact the Principal;
- The Principal will ensure they have all relevant facts and not rely on third party information;
- The Principal will write an email to all parents expressing the school's sadness and giving brief factual information regarding the circumstances;
- The email will inform parents that the school will be closed on the next school day and ask parents to use the opportunity to let their child know about the loss, appropriate to the age of the child;
- Details of relevant bereavement support service will be included in the email if this is considered appropriate. The Principal will also ask parents to talk to other parents, to ensure they have received the email and to make sure everyone is aware that school will be closed on the following school day;
- The Principal will also write an email to staff giving the factual information that is known and giving further details of the school's response to the sad news;
- Information regarding the closure of the school (only) will be given on the school website;
- If the death is of a Principal of the school, the school will require additional closure days to put in place all necessary measures to allow the school to re-open;
- **Over the days that follow it may be considered appropriate to:**
- Allow children time to talk about the incident (may be necessary to hold a debriefing meeting led by an experienced outside professional);
- Attempt to stick to normal school routines as soon as possible;
- Identify high risk children and members of staff;
- Express sympathy (staff may wish to visit the family and time will be given for this);
- Monitor the effects on all involved;
- Discuss with support agencies how the school can support the family if necessary;
- Organise further counselling if necessary.

### Monitoring and review

This plan is monitored by the Principals of the school and will be reviewed annually and in response to any changes in statutory guidance or advice.

**Current review dated: 21/01/2020**

**Effective date: January 2020**

**Next Review date: January 2021**

**Reviewed by: Mark Hunter**