

Critical Incident Policy



We love God and each other and follow the example of St Teresa.
We enjoy learning together and doing our best in a happy, healthy and welcoming community.
We learn to be responsible and caring citizens.
"Let us do little things well today".
St Teresa

Approved by:	Governing Body	Date: June 2025
Last reviewed on:	March 2025	
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Critical Incidents

“A critical incident may be defined as any sudden and unexpected incident or sequences of events which causes trauma within a school community and which overwhelms the normal coping capacity of that school.”

Such incidents will usually require the assistance of the emergency services and/or Cambridgeshire County Council and others. The incident or event may be unanticipated, imminent or in progress. It may occur on school property, in the local community or out of school.

A major incident may be defined as:

- An accident leading to a serious injury or fatality;
- Severe injury or severe stress;
- Circumstances in which a person or persons might be at serious risk of illness;
- Circumstances in which any part, or whole of the school is unable to function as normal due to external influences;
- Any situation in which the national press or media might be involved

As such, major incidents include:

- Death of a pupil or member of staff
- Death or serious injury on a school trip
- Epidemic in school or community
- Violent incident in school
- A pupil missing from home
- Destruction or major vandalism in school
- A hostage taking
- A transport accident involving school members
- A disaster in the community;
- A civil disturbance or terrorism
- Arson attacks on schools
- Major fires at a school
- Pupil suicides and sudden deaths
- Violent attacks on pupils and staff members
- The sudden death, in tragic circumstances of members of staff
- Incident involving an intruder, believed to be armed, on school premises
- Road traffic accidents, involving fatalities within a school community
- Abductions / disappearances
- Allegations or actual incidents of abuse against pupils by staff and staff against pupils
- Incidents involving the murder of schoolchildren that attracted the attention of national and international media over prolonged periods
- Floods
- School used in an emergency

In the event of such an incident the priorities of those adults in charge of the school or trip at the time must be to:

- Save life
- Minimise personal injury
- Safeguard the interests of pupils and staff
- Minimise loss and to return to normal working quickly

Non-Critical Incidents

Some incidents might be non-critical and examples include:

- Death of a person associated with the school
- Lower scale health issues
- External incident requiring enhanced awareness
- Short term loss of staff or infrastructure
- Expected death of a pupil or member of staff

CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

In the event of a critical incident the Critical Incident Management Team (CIMT) will lead to reduce confusion as to who is in charge during an emergency.

The CIMT will comprise of the following (add the names)

- **Becky Maguire (Headteacher)**
- **Becky Maguire/Sarah Dyball/Gabby Hilton (DSL)**
- **Gabby Hilton, Lydia Lewis and/or Liz Gill (Assistant Heads)**
- **Peter Johnson (Chair of Governors)**

The CIMT 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 CIMT are contactable 24 hours a day and have in place arrangements for continuity purposes during school holidays.

RESPONDING TO A CRITICAL INCIDENT

This policy is in conjunction with the other school policies, for example,

- Safeguarding.
- Health and Safety
- Schools trip
- First aid
- Emergency/fire evacuation
- Data protection

Practices within school

Individual class teachers have an important role to play in managing critical incidents and may well be the best people to deal with the students in their classes. In times of crises, staff must react as they feel is appropriate (under the direction of the Headteacher) and there can be no easy formula for dealing with critical incidents. By ensuring good communication within school, a crisis may be managed more effectively.

The Critical Incidents Management Team will, dependent upon the nature of the incident itself, be concerned with any of the following issues:

- Adequate assessment of hazards and situations which may require emergency action
- Analysis of requirements to address these hazards; establishment of liaison with all relevant emergency services; development of an effective management plan
- Dissemination of planned procedures
- Organisation of practice drills to test the plan
- Regular review of the plan
- Assisting the Headteacher with all aspects of the implementation of the plan
- Arranging staff development activities, where necessary.

All staff members are responsible for:

- Acting in accordance with the policy
- Effectively implementing the critical incident plan
- Maintaining up to date records of critical incidents
- Understanding the critical incident plan
- Maintaining their own and others up to date records of critical incidents
- Ensuring pupils are aware of what to do in a critical emergency.

APPROVED BY GOVERNORS - March 2025

POLICY TO BE REVIEWED- March 2026

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