



*Holding Hands with Jesus as we love, learn and grow together*

**St Columba's Catholic Primary School**  
Hillside Road, Huyton, Knowsley, L36 8BL  
Tel: 0151 477 8360 Fax: 0151 477 8361

*email:* stcolumbas@knowsley.gov.uk  
*LA/DfES Number:* 340/3357

***Headteacher: Miss M Evans***  
***Deputy Headteacher Mrs V Oprey***

---

---

## **Critical Incident Policy**

### **OVERVIEW**

A critical incident is an unexpected emergency that affects pupils, staff or the premises. This policy sets out how we plan to respond to such a happening. We will seek to keep all safe and free from danger by working together calmly and professionally. While dealing with a critical incident we will try to work normally with minimum disruption of the school. The headteacher and senior leadership team will manage the school's response in proportion to the magnitude of the incident. The governors will be kept fully informed as soon as it is appropriate to contact them.

### **OBJECTIVES**

1. To have an 'Emergency Management Plan' that has been shared with the SMT and Governors so that all are clear about roles and responsibilities should an incident occur.
2. To alert the headteacher and leadership team to the nature of the incident, its exact location so that they can decide the level of response needed.
3. To deal with the incident effectively and efficiently putting the health, safety and well-being of pupils and staff to the fore.
4. To remove all pupils and staff away from harm as quickly and smoothly as possible.
5. To alert emergency services if they are needed.
6. To provide first-aid and appropriate care and protection until help arrives and the incident is resolved.
7. To provide staff training to rehearse different kinds of critical incident so that they know their roles what to do in such event.
8. To have hard copies of contact lists for staff, pupils, parents, LA and emergency services.

### **STRATEGIES**

1. The headteacher and Leadership team will take charge of the situation as soon as they have been alerted of the incident. They will assess the response needed in relation to the location, the nature of the incident, what assistance is required, any casualties, and contact person.



2. Any appropriate emergency services required will be informed at the earliest possible moment. They will be told the location and the nature of the incident, the assistance required, whether there are any casualties, and the details of the contact person. In a critical situation the person present at the time of the incident should use common sense and take charge until the headteacher or senior staff arrives.
3. Staff and pupils at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm and if necessary moved to pre-identified assembly points or alternative places of safety.
4. A fire drill and evacuation will be held at least once each term.
5. Teachers and support staff must use registers or counts to ensure that all children are accounted for and must care for them until the incident has been resolved.
6. Hard copies of contact lists for staff, pupils, parents, LA and emergency services will be kept up-to-date, in the school office. Where groups of learners are off-site on visits and trips outside of school hours, the head will also have contact lists at home.
7. Where parents need to be notified, the leadership team will draw up contact lists and appropriate staff members will be delegated responsibility to use a contact 'cascade' strategy efficiently and quickly.
8. An accurate and updated contact list will be located in the school office.
9. The Local Authority will be contacted and appropriate support requested as needed.
10. At least one telephone will be kept free for outgoing calls.
11. At an appropriate time, staff will record a log of contacts, decisions and actions that have been taken to deal with the incident.

### **OUTCOMES**

This policy with its supporting 'Emergency Management Plan' should help the headteacher and staff deal with any unexpected emergency. The associated planning and training will put the school in a strong position to deal with incidents efficiently and effectively by giving prominence to the care of learners and staff.

Policy agreed by Governors

October 2017

Signature of Chair of  
Governors

*Mrs J Sims*

Signature of Head Teacher

*Miss M Evans*

Date to be reviewed

October 2018

