



Critical Incident Management Plan

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Document Control

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Author:	I Webb
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Approval		
Meeting	Date	Chair
Resources Committee	20.11.12	S. Johnson
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FGM	11.07.24	W.Hyde

This plan has been prepared and agreed by the Staff and Governors of Wirksworth Junior School to assist in dealing with critical incidents on or off the site that affect the school community.

Aims

The aims of the school's plan are:

- To provide support to all children and staff affected by the incident.
- To maintain the normal running of any parts of the school not affected.
- To return the whole school to normal as soon as possible.
- To provide information on what to do in the event of an emergency.
- To describe the roles and responsibilities of those dealing with the emergency.

Types of incident covered by the plan

A Critical Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the school's own management team during the day to day running of the school.

It may involve:

- the death of a child, staff member or governor;
- a serious accident involving children and/or school personnel on or off the premises;
- a violent intrusion onto school premises (e.g. an armed intruder or a bomb alert);
- extensive damage to school premises;
- the release of hazardous substances near or on the school site.

Notification of Incident

You may hear about the incident from a number of sources:

- a staff member
- a pupil
- the police
- parents
- the media
- County Council

Whoever receives the alert should ask for as much information as possible:

- the name of the caller
- what has happened?
- have the emergency services been informed/are they attending?
- exact location (and any access problems if not on site)
- casualties
- actions taken so far
- name/contact at the scene (if not on site)
- what assistance is needed?

(A copy of the Critical Incident Management Plan is kept for reference in the school office and at the off-site location – Wirksworth Infant School.)

The Headteacher or member of the Senior Management Team will decide on the level of response needed:

- can the school cope alone?
- if not, the Education Department or County Emergency Planning Officer will be contacted bearing in mind the capabilities of other organisations, who can be alerted via the County Council

Contact list and call out arrangements

A school contact list of home/work addresses and phone numbers is in the office. These are available only to staff authorised to have access as part of the plan in order to preserve confidentiality.

Critical Incident Management Team (CIMT)

The CIMT will comprise:

- Headteacher
- Deputy Headteacher
- Senior Leadership Team member
- Chair of Governors (where contactable/available)

In the event, that all members of the CIMT are absent simultaneously, responsibility will delegate temporarily to the most senior member of teaching staff or office admin staff on site, who will contact the Chair of Governors and the Local Authority for advice.

Base for Critical Incident Management Team

The base for the CIMT will be the Headteacher's office where it is still possible to use this. The reserve on-site location will be the school office. In cases where it is not possible to use the school premises as a base, the CIMT will make use of Wirksworth CE Infant School Office.

Information for all teaching and non-teaching staff

- Be ready to respond to any potential hazard in and about the site.
- Contact the school office/Headteacher in the event of any emergency, giving information about the:
 - nature of the incident;
 - type of help required;
 - emergency service(s) required;
 - exact location of the incident;
 - number of casualties and nature of injuries.
- If necessary, evacuate the building, according to procedures set out in the Fire Procedures Document.
- Maintain a calm atmosphere.
- Respond to instructions given by members of the Critical Incident Management Team.
- Do not speak directly to the media but refer all enquiries to the Headteacher or other person designated as being responsible for contact with the media.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

INCIDENT LOG

Incident:

Location of Incident:

Date **Time** **Event/Action taken** **Signature**

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

BASIC INFORMATION ABOUT THE SCHOOL

Name:	Wirksworth Junior School		
Address:	Wash Green, Wirksworth, Matlock, Derbyshire. DE4 4FD		
Telephone:	01629 822457		
Age Range:	Y3-6 (7 – 11 years)	Number on Roll:	97
Map of surrounding area:	Appendix 1		
Photographs:	Appendix 2		
Plan of School:	Appendix 3		

DETAILS OF SENIOR STAFF

Headteacher	Mrs Isabel Webb
Deputy Headteacher	Mrs Kirsty Meehan
Caretaker	Mr Phillip Repton

DETAILS OF GOVERNORS

Chair of Governors	Wilma Hyde
Vice Chair of Governors	Simon Howard

INSURANCE DETAILS

Insurance Policy Document Number P21CASLFG00026 – DCC contact 01629 538888

WIRKSWORTH JUNIOR SCHOOL
CRITICAL INCIDENT MANAGEMENT PLAN
STAFF LIST

Mrs I Webb
Mrs K Meehan
Mrs S Potter
Mrs V Cooke
Mrs Andrea Barkley
Miss Danielle Hickton
Mr L Wisner
Mr R Turner
Ms R Davies
Mrs J Lofts
Mrs F Herbert
Mr Steve Jenkins
Miss Shannon Boam
Mrs S Bradbury
Mrs P Curley
Mrs A Webster
Mrs R Doxey
Mrs J Craven
Mrs M Lynam
Mrs Sadler
Mrs Adele Webster
Mr P Repton
Mrs D Morley

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

Other useful contact numbers:

- **Pupil/Emergency contacts** – available via the School Office in ring binder files stored in the cupboard directly behind the School Business Officer's desk.
- **Bus and Coach Companies**
 - Slacks Coaches – 01629 582826
 - E Coaches – 07767 302277
 - Oker Travel - 07817 905328

- **Supply Teachers/Relief Staff Agencies:**

Name	Telephone No.	Mobiles
Derbyshire Supply	01773 650 700	
Vision for Education	0114 243 5555	
Claire's Supply Agency	01332 842424	

- **Governors contact numbers:**

Wilma Hyde		chair@wirksworth-jun.derbyshire.sch.uk
Simon Howard		

- **Local Authority emergency contact number:**

During Office Hours: (Emergency Planning Officer)

office hours: 9am-5pm 01629 538364

out of hours: call Police emergency switchboard on 101

County Hall Switchboard: 01629 580000

Press and communications 01629 538234

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

EVACUATION PROCEDURES

On hearing the alarm or an instruction to evacuate the buildings, all personnel leave via the nearest exit and assemble on the playground.

During the school day (lesson time) when children are on premises, the staff members all take out their ipads where an evacuation report is run by the headteacher or office staff in her absence.

Children line up in classes and all children and staff are accounted for to ensure the premises are vacated.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON IN CHARGE OF THE CRITICAL INCIDENT MANAGEMENT TEAM

Mrs Isabel Webb (Headteacher)

RESPONSIBILITIES

- To take charge of events.
- To draw up an action plan for the specific incident.
- Where appropriate, to liaise with County Council/Education Department staff.
- To delegate responsibilities and give task sheets to the chosen person.
- To provide a flexible response, based on the Critical Incident Management Plan.
- To appoint a secretary who will keep a comprehensive incident log and support the person in charge.
- To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media.
- To establish a crisis team meeting place, close to the incident control point.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO CONTACT DERBYSHIRE COUNTY COUNCIL

Mrs Isabel Webb (Headteacher)

Derbyshire County Council Emergency Telephone Operator: 01629 538364

Ask to speak to the Emergency Planning Officer under the Council's Major Emergency Scheme.

Contact numbers for the Emergency Planning Division and Education Department are included in this plan.

Give the following information:

1. Your name
2. Your telephone number
3. The school's name: **WIRKSWORTH JUNIOR SCHOOL**
Address: Wash Green, Wirksworth, Derbyshire. DE4 4FD
Telephone: 01629 822457
4. Details of the incident
5. Nature of assistance required - dealing with the media; transport; catering; communications; admin support

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO CONTACT EMERGENCY SERVICES

Mrs Isabel Webb (Headteacher)

RESPONSIBILITIES

- Contact as appropriate: Police 999
 Fire
 Ambulance

Be prepared to give the following information:

Emergency Service(s) required.

Exact location of the incident.

Number of casualties.

Nature of injuries.

Location and telephone number where call is being made from.

Hazards which may be encountered by the Emergency Services at the site.

To respond to the directions from the person in charge of the Critical Incident Management Team or other personnel in control, i.e. Police, Fire or other Emergency Services, Derbyshire's Emergency Planning Officers.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA

Mrs Isabel Webb (Headteacher)

RESPONSIBILITIES

- Early establishment of central media point.
- To liaise with and cooperate with the media and to answer their queries, as appropriate.
- To provide press statements (see separate sheet with headings).
- To liaise with emergency services including the Police Press Officer and County Council over the setting up of a Media Centre.
- To show concern and not panic.
- To provide basic information about the school - refer to separate sheets in file.
- To liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any students involved in interviews.
- Students involved in interviews - ensuring they have support.
- Asking the interviewer, the questions to be asked in advance of the interview.
- To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

SECRETARY TO THE PERSON IN CHARGE OF THE CRITICAL INCIDENT MANAGEMENT TEAM

(School Business Officer)

RESPONSIBILITIES

- To support the person in charge.
- To keep a comprehensive incident log, as dictated by the person in charge.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF

Mrs Isabel Webb (Headteacher)

RESPONSIBILITIES

- To evacuate the building in accordance with the School Fire Procedures.
- If necessary, to use an alternative assembly point.
- To liaise with the Critical Incident Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.
- The responsibility for rescue rests with the Fire Service.
- To liaise with staff to ensure that immediate reassurance and support is given for anyone who is distressed.
- To ensure that parents do not take students away, unless directed to do so.
- To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION

School Business Officer/Mrs S Bradbury/Miss Boam

RESPONSIBILITIES

- Check that all available communications and office equipment are working (phones, fax, internet, walkie talkies, copiers), in
 - School Office
 - CIMT Base
 - CIMT Alternative Base
- Be ready to give the information to Derbyshire's Emergency Planning Officer.
- To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

WIRKSWORTH JUNIOR SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

PERSON TO OPEN APPROPRIATE BUILDINGS

Caretaker

RESPONSIBILITIES

- Open the appropriate parts of the school.
- Ensure gates are opened to allow access for the Emergency Services.
- To respond to directions from the person in charge of the Critical Incident Management Team or other personnel in control, e.g. Police, Derbyshire's Emergency Planning Officers.

MAJOR INCIDENT OCCURRING ON THE SCHOOL SITE

GUIDANCE ACTION SHEET FOR HEADTEACHER/MEMBER OF SENIOR LEADERSHIP TEAM

1. Ascertain details of incident.

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on the school site the actions below should be considered and implemented as appropriate.

2. Alert relevant emergency services (Police, Fire, Ambulance) via 999 system.
3. Consider evacuation of school (via fire alarm or word of mouth).
4. Initiate School Critical Incident Management Plan.
5. Allocate staff to:
 - account for all pupils/staff/visitors on school site.
 - administer first aid if persons injured.
 - ascertain if there are any witnesses.
 - inform School Support Contact Officer.
 - inform Chief Emergency Planning Officer who can arrange appropriate support.
 - inform staff/pupils of incident. If incident occurs out of school hours consider briefing staff/pupils at earliest opportunity.
6. Inform parents/relatives as appropriate. If there are casualties, then visits to parents/relatives should be arranged in conjunction with the Police.
7. Inform Chair of Governors and arrange for other governors to be informed.
8. Consider closing the school.
9. Consider relocation to other premises. If relocation is required this should be arranged in consultation with the Strategic Director, Children & Younger Adults, Director of Technical Services and Chief Emergency Planning Officer.
10. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.
11. Arrange for the staffing of switchboard/telephone. Ensure that staff are fully briefed on facts and are aware of what information can be released.
12. Prepare to deal with the media - this should be done in accordance with the Police and County Council's Public Relations Officer (see aide memoire).

ADVICE FOR OFFICIAL SPOKESPERSON(S)

- X DO NOT** speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact.
- X DO NOT** give any fact unless you are certain it is correct.
- X DO NOT** say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later.
- X DO NOT** be afraid to say "I DO NOT KNOW".

- √ **DO** have the confidence in yourself and your command of the situation to take a positive attitude towards the media.
- √ **DO** inform the Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately.

NB: PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND THEN ONLY WITH WRITTEN PERMISSION FROM PARENTS/GUARDIANS

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR GROUP LEADERS

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain details of incident.
2. Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system.
3. Call for assistance if available (staff, passers by).
4. Administer first aid where possible.
5. Account for all members of the party and ensure that all persons uninjured stay together.
6. Allocate staff member(s) to travel to hospital(s) with casualties.
7. Ascertain if there are any witnesses.
8. Allocate staff member(s) to stay at incident site to liaise with the emergency services.
9. Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible.
10. Inform headteacher/member of senior management team (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident.
 - names of those involved.
 - details of any injuries.
 - actions taken.
 - contact point to be used.
11. Consider requesting additional assistance. Keep headteacher/member of senior management team regularly updated.
12. Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with headteacher/senior management team over transport arrangements.
13. Do not discuss legal liability.
14. Prepare to deal with the media - this should be done in consultation with the Police (see aide memoire).

MAJOR INCIDENT OCCURRING ON AN OUT OF SCHOOL ACTIVITY

GUIDANCE ACTION SHEET FOR HEADTEACHER/MEMBER OF SENIOR MANAGEMENT TEAM

A log of decisions made and actions taken should be kept.

In the event of a major incident occurring on an out of school activity the actions below should be considered and implemented as appropriate.

1. Ascertain the following:

- date, time, location and nature of incident.
- Names of those involved.
- actions taken.
- who is in charge at the scene.
- if additional assistance is needed at the site.

2. Inform:

- School Support Contact Officer.
- other staff - if out of school hours, ensure that the caretaker/premises officer is included in the list of staff to be contacted.
- Chair of Governors and arrange for other governors to be informed.

3. Inform Chief Emergency Planning Officer who can arrange other support as appropriate:

- transport (under mutual aid arrangements with other counties/districts).
- insurers.
- religious support.
- translators.
- social services support.
- public relations support.
- premises.

4. Initiate Critical Incident Management Plan.

5. Ensure that staff are fully briefed on facts and are aware of what information can be released.

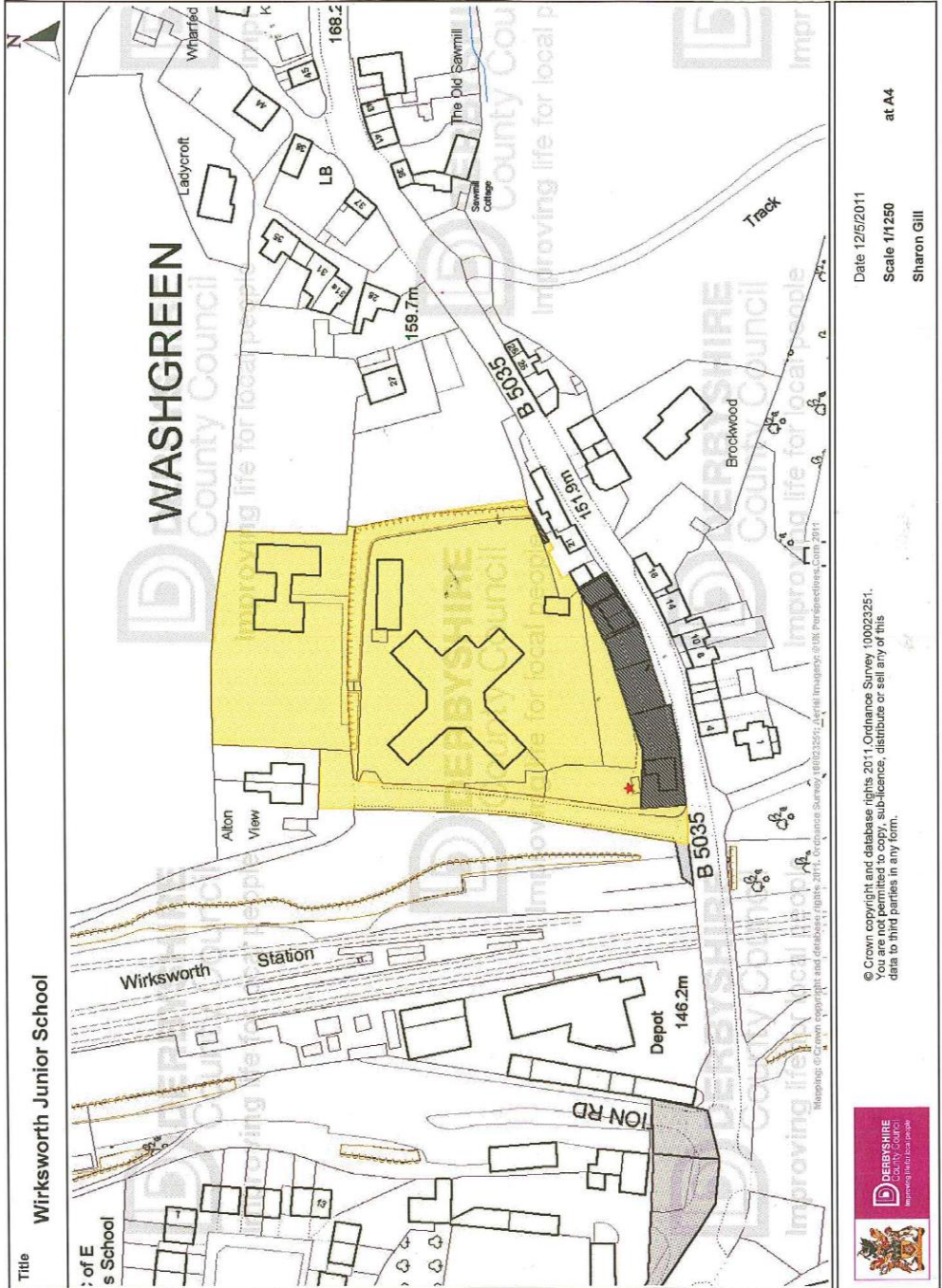
6. Arrange for parents of uninjured to come to the school to meet the children on their return.

7. Arrange for parents/relatives of injured to be informed - this to be done in conjunction with the Police.

8. Notify HSE and Education Department Health and Safety Officer if incident involves a reportable accident or specified dangerous occurrence. Complete accident forms as necessary.

9. Prepare to deal with the media - this should be done in consultation with the Police and County Council's Public Relations Officer (see aide memoire).

APPENDIX 1 MAP OF SURROUNDING AREA



APPENDIX 2 – PHOTOGRAPH OF THE SCHOOL



APPENDIX 3 – PLAN OF THE SCHOOL

