



John Clare Primary School



EMERGENCY/CRITICAL INCIDENT/DISASTER RECOVERY GUIDANCE AND BUSINESS CONTINUITY PLAN

Date	Action
March 20 th 2018	Approved by Finance and Audit Committee Adopted by Full Trust Board
February 13th 2019	Updated
March 2021	Updated
September 2021	Updated - contact details

Soke Education Trust
Emergency/Critical Incident/Disaster Recovery Guidance

Definition of a Critical Incident

A critical incident is one that is totally unexpected or an event that traumatises an individual or group of individuals. Examples of a critical incident are sudden death, explosion, vehicle (coach) crash and fire, severe weather conditions.

Why have a Policy?

In a critical incident, people are often left with sudden shock or panic. It is therefore important that there is a policy in place which gives clear guidelines to the user. The guidelines should be fairly easy to understand and indicate the course of events required to bring stability to the school.

Aims of the guidance and plan

- To give clear instructions of who needs to be contacted.
- To build up a picture of what could happen in school and advice/regulations in order to deal with the crisis.
- To enable staff to resume duties and restore normality to the school.
- To advise on precautions to prevent an incident from happening.

Risk Assessments

Risk assessment forms must be filled in by teachers when they take pupils off-site, as a group or individually. Special needs children often go out shopping to a local store and the risk assessment is written to cover all shopping trips. Similarly, unless a change has occurred, a risk assessment for a regular recurring school visit eg to the Sea Life Centre at Hunstanton, can be reviewed, dated and signed rather than repeated each time.

No child is to be taken by car unless two adults are present. Staff must hold business cover on their personal insurance for such trips as the school's insurance only covers emergency journeys.

Risk assessment forms are copied for the Headteacher and filed.

Risk assessments are the essential tool for all staff and enable us to be sure that our journeys are safe.

Points of Call

Phone numbers of all staff need to be kept by Headteacher and in the school office. All staff are issued with a critical incident telephone tree and must keep this secure and available to cascade messages in case of need.

In an Emergency the following need to be notified

- CEO
- Headteacher
- Site officer
- Police
- Fire

- Chair of Governors and Chair of Trustees
- Director of Children Services
- Critical Incident Response Team (CIRT) in school to contact parents
- Relevant Parents
- Help of media
- Press office in LA
- Counselling services

Further Place of Safety

In the event of a critical incident requiring staff and pupils to relocate to a place of safety, Village Hall, Scout Hut, St Botolph's Church and Clare Cottage will be used in such circumstance. This is a reciprocal arrangement.

Committee – Critical Incident Response Team (CIRT)

CEO

Head

SLT

Chair of Governors or Chair of Trustees

School Business Manager / CFO

Site Officer

Any available member of school team living nearby may be called in if necessary.

CIRT members need to have with them at home:

Current policy

Emergency contact list for all staff – via telephone tree (hard copy)

Emergency contact list for all pupils – via Intergris MIS system

Examples of Critical Incidents and Routine

Emergency	Action
<p>Fire</p> <ul style="list-style-type: none"> • Evacuation of school 	<ul style="list-style-type: none"> • See Policy for Fire Risk Assessment • Emergency services to be called in immediately. • LA to be informed • Parents notified by quickest route (radio) mobile phone • Notify Helpston Playhouse • Counselling • Find alternative accommodation: Village Hall, Scout Hut, St Botolph's Church and/or Clare Cottage
<p>Bomb</p> <ul style="list-style-type: none"> • Evacuation of school. Consider police advice on where to evacuate. The alternative places of safety are Village Hall, Scout Hut, St Botolph's Church and Clare Cottage and may be considered to be more appropriate than the school field. 	<ul style="list-style-type: none"> • Refer to Appendix 9 (Bomb Threat Checklist for advice re bomb threat phone call-copy on office notice board) • Dial 999 – follow police advice • Evacuate if advised by the police to alternative place of safety. Consider police advice re method of communicating to staff (some bombs are noise activated so sounding the fire alarm may not be appropriate) • Inform if evacuating there • Office staff to take registration details for the day, absence book, signing in book, first aid kit, any medication held in the school office, staff badges. Class teachers responsible for inhalers in classrooms • Inform CEO • Notify Wrap around child care • Inform parents/carers via for example: Parent Mail email and text, website, phone, local radio • Inform Chair of Governors /Chair of Trust • Take advice from CEO/LA re media coverage. • Consider counselling
<p>Lockdown</p> <p>Intruder on site, armed?</p> <ul style="list-style-type: none"> • Evacuation of school 	<ul style="list-style-type: none"> • Police • Staff alerted by: for example Intermittent Alarm – sounded by office personnel (notified by other personnel as necessary) • All children follow Lockdown guidance. If intruder armed not to be confronted • Keep intruder contained to one

	<ul style="list-style-type: none"> area Chair of Governors informed CEO informed Parents Counselling services called in
Sudden death of member of staff	<ul style="list-style-type: none"> Assemble staff to inform Notify parents by letter Inform children by class Arrange closure for funeral as appropriate Notify parents Notify CEO See relatives Counselling
Sudden death of pupil	<ul style="list-style-type: none"> Assemble staff to inform Visit parents Inform pupils as appropriate Counselling
Sudden death in school of 1 or more pupils <ul style="list-style-type: none"> Evacuate area 	<ul style="list-style-type: none"> Ring Emergency Services Inform Parents Inform Director of Children Services Inform wider school and parents Take advice from CEO/LA regarding media Consider: Impact on school for funeral Counselling
Coach crash <ul style="list-style-type: none"> Head/Chair Parents 	<ul style="list-style-type: none"> Obtain detailed information from coach company, police and staff on trip Communicate as much information as possible to parents of children involved and next of kin of staff involved by telephone asap Reassure parents of those on trip not effected Provide information on how journey home will be completed Notify Chair of Governors Notify CEO Take advice from CEO/LA re press coverage/interest Counselling
Family Tragedy (Loss of parents, orphaned child)	<ul style="list-style-type: none"> Inform staff Set up counselling support for child Meet with relatives on regular basis
Flood	<ul style="list-style-type: none"> School closure as long as necessary Inform staff Inform parents

	<ul style="list-style-type: none"> • Arrange alternative accommodation • Arrange repairs/replacements
Snow or Weather event	<ul style="list-style-type: none"> • School Closure or partial opening • Inform Staff and Parents • See LA Advice guidance and contact details.
Animal out of control	<ul style="list-style-type: none"> • Children moved into safe area • Contact emergency services • Do not attempt to intercept the animal

IN ALL CASES A LOG OF EVENTS IS TO BE WRITTEN IDENTIFYING THE ACTIONS TAKEN BY CIRT IN ORDER OF EVENTS

Soke Education Trust
EMERGENCY/CRITICAL INCIDENT/DISASTER RECOVERY PLAN

This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public.

Plan administration	
Version number	3
Date of issue	March 2021
Electronic copies of this plan are available from	Trust Document Secure Area – Current Policies – model School specific version – office@johnclareprimary.org
Hard-copies of this plan are available from	CEO Headteacher
Location of emergency grab bag(s)	Office
Date of next review	March 2022
Person responsible for review	CEO/Trust

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CONTENTS

SECTION 1 - CONTACT DETAILS	10
1.1 School information	10
1.2 Contact details - school staff and governors	11
1.3 Contact details - extended services.....	12
1.4 Contact details - local authority	13
1.5 Contact details - local radio stations	14
1.6 Contact details - other organisations	15
1.7 Contact details - for completion during an emergency.....	18
SECTION 2 - ACTIVATION	19
2.1 Notification of incident.....	19
2.2 Initial action	23
SECTION 3 - ROLES AND RESPONSIBILITIES	24
3.1 Roles and responsibilities - co-ordination	24
3.2 Roles and responsibilities - business continuity	27
3.3 Roles and responsibilities - communications	28
3.4 Roles and responsibilities - log-keeping	29
3.5 Roles and responsibilities - media management.....	30
3.6 Roles and responsibilities - resources	32
3.7 Roles and responsibilities - welfare	33
3.8 Roles and responsibilities - educational visit leader.....	34
APPENDIX 1 - POST INCIDENT SUPPORT	36
APPENDIX 2 - BUSINESS CONTINUITY	39
APPENDIX 3 - SITE INFORMATION	41
APPENDIX 4 - EVACUATION	42
APPENDIX 5 - SHELTER	44
APPENDIX 6 - LOCKDOWN	45
APPENDIX 7 - SCHOOL CLOSURE	46
APPENDIX 8 - COMMUNICATIONS	48
APPENDIX 9 - BOMB THREATS	50
APPENDIX 10 - SUSPICIOUS PACKAGES	52
APPENDIX 11 - LOG-KEEPING GUIDELINES	54

SECTION 1 - CONTACT DETAILS

1.1 School information

School details	
Name of school	John Clare Primary School
Type of school	Academy – Soke Education Trust
School address	West Street, Helpston, PE6 7DX
School operating hours (including extended services)	0888 – 1800
Approximate number of staff	30 (including Out of Hours provision and independent pre-school on site)
Approximate number of pupils	140
Age range of pupils	4-11 yrs (pre-school 2-4 yrs)

Office contact details	
Office telephone number	01733 252332
Office fax number	01733 253684
Office email address	office@johnclareprimary.org

Useful websites	
School website / extranet	www.johnclareprimary.org
Trust Website	www.sokeeducationtrust.co.uk
Local authority	www.peterborougheducationnetwork.co.uk
National Health Service	www.nhs.uk/111
Department for Education	www.gov.uk/dfe
Foreign & Commonwealth Office	www.gov.uk/fco
Environment Agency	www.gov.uk/ea
Met Office	www.metoffice.gov.uk
Health and Safety Executive	www.hse.gov.uk
Teacher Support Network	www.teachersupport.info