



Critical Incident Policy

Swinderby All Saints Primary School

Approved by: Policy Approval Panel

Date: July 2024

1. Introduction

A critical incident is defined as an event likely to affect the fundamental aims or day-to-day running of the school. This may include:

- The unexpected death of a pupil or member of staff
- A potentially life-threatening event
- Event leading to a school closure
- Involvement in police investigation/media scandal
- Use of school infrastructure as an emergency facility for the local community

2. Aims

- Minimise threat to the safety and well-being of staff and pupils
- Minimise potential damage to school buildings and resources
- Inform appropriate parties of an incident and its consequences. This may include emergency services, Chair of Governors, Headteacher and staff, parents and pupils.

3. Guidelines

In the event of a critical incident, the following procedure will be adopted

- a. Critical Incident room established in school office
- b. Critical Incident Team to assemble – comprising
 - Headteacher
 - Senior Staff Member
 - Chair of Governors
 - Administrator

4. Preparations

In order to maintain an appropriate level of readiness for a critical event, the Incident Team, under the direction of the Head should consider:

- Identifying training implications for staff and governors
- Familiarising the school community with procedures and consider drills
- Update of details termly (telephone numbers, addresses) of staff, external agencies
- Ensuring key staff have these details
- Review of telephone systems