



North Curry C of E Primary School

Critical Incident Procedure



Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

Review date: September 2024

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Statement of intent

North Curry C of E Primary School recognises that whilst the safety of pupils, staff members and visitors on the school premises is paramount, it is not always under our control.

In an emergency, staff members will endeavour to take all reasonable actions in order to ensure the safety of all those on site.

The procedures in this document aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors, by responding to critical incidents as quickly and efficiently as possible.

At North Curry CE Primary School:

We believe that every child is unique and valued. We aim to provide an environment in which all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs. We are committed to providing an education with aspirational outcomes, which enables all pupils to make progress, become confident individuals living life in all its fullness (John 10,10).

In our school our Christian vision shapes all we do. Our vision is underpinned by the Christian values of Koinonia, Kindness, Respect, Joy, Hope and Happiness.



1. Legal framework

- 1.1. This procedure has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - The Management of Health and Safety at Work Regulations 1999
 - Health and Safety at Work etc. Act 1974
 - The Regulatory Reform (Fire Safety) Order 2005
 - DfE (2015) 'Emergency planning and response'
 - DfE (2019) 'School and college security'
- 1.2. This procedure operates in conjunction with the following school policies and documents:
 - Health and Safety Policy
 - Educational Trips and Visits Procedure
 - First Aid Procedure
 - Complaints Procedure
 - Safeguarding and Child Protection Policy
 - Fire Safety Procedure
 - Risk Assessment Procedure
 - Adverse Weather Procedure

Definitions

- 1.3. For the purpose of this procedure, a “**critical incident**” is an emergency which affects pupils, staff, visitors or property and requires immediate responsive action which is beyond that reasonable expected from the school's own management team.
- 1.4. Critical incidents include, but are not limited to, the following:
 - The death of a pupil, staff member or governor
 - A serious incident involving a pupil or staff member on, or off, the school premises
 - An incident of serious violent crime
 - A violent intrusion onto the premises, e.g. a bomb alert
 - Extensive damage to school property
 - A fire, flood or explosion
 - The effects of disasters in the wider community
 - Incidents whilst on educational visits
 - Epidemics

- Exposure to hazardous substances near, or on, the school premises

2. Roles and responsibilities

2.1. The headteacher is responsible for:

- The overall implementation of the Critical Incident procedure, and ensuring all members of staff are aware of their responsibilities.
- Appointing designated staff members to the critical incident management team.
- Working alongside the critical incident management team to ensure that critical incidents are managed effectively.
- Ensuring that an appropriate ratio of first aiders to pupils is sustained at all times.
- Ensuring that a simple and straightforward, but effective, critical incident management plan is in place.
- Ensuring that all staff members are aware of the school's critical incident management plan and the associated procedures.
- Reviewing the critical incident plan at regular intervals, ensuring that it is kept up-to-date with developments at the school, such as changes to evacuation procedures.
- Keeping a duplicate copy of the critical incident management plan off the school premises in case of a fire, flood or explosion.
- Ensuring that vital information is not lost in the event of a fire, flood or explosion, by keeping a copy of up-to-date pupil and personnel records off the school premises.
- Liaising with the press, or appointing a designated member of staff to do so.
- Reviewing allocations of responsibilities in light of staff absence.
- Compiling an emergency contact list and ensuring that all members of staff hold a copy of this.
- Informing parents and the school community about the critical incident.
- Maintaining the welfare of all staff, pupils and visitors.

2.2. All staff members are responsible for:

- Acting in accordance with this procedure at all times.
- Effectively implementing the critical incident management plan, when necessary.
- Maintaining up-to-date records of critical incidents at the school.
- Maintaining their own records of events, as well as keeping copies of notes made by other colleagues.
- Ensuring that they effectively understand the school's critical incident management plan.
- Understanding how to effectively carry out the school's emergency evacuation procedures.

- Understanding their role in the execution of the school's emergency plans, including evacuation procedures and the critical incident management plan.
- Ensuring that pupils are aware of the school's emergency evacuation procedures.
- Ensuring that their own contact details are kept up-to-date on school records.
- Reporting and recording minor and critical incidents in line with the school's Accident Reporting Procedure.

3. Critical incident management team

- 3.1. The headteacher will appoint up to five members of staff to form the school's critical incident management team. This team will be responsible for:
 - Ensuring that parents are kept informed about the situation.
 - Deciding when and how to re-open the school.
 - Organising and providing support for staff, pupils and others who have been directly affected.
 - Providing support for the families of those hurt or bereaved.
 - Ensuring the school effectively cooperates and liaises with the relevant bodies during investigations into critical incidents.
 - Dealing with continued interest from the media.
 - Ensuring the appropriate attendance of school members at funerals.
 - Organising memorial services, including the sending of flowers.
- 3.2. In the event of a critical incident, the critical incident management team will work alongside the headteacher in order to effectively fulfil their role, as outlined above.
- 3.3. Where possible, the village hall or pavilion will be allocated to the critical incident management team and any necessary equipment and information will be stored here.
- 3.4. With prior agreement, the village hall or pavilion will be used as a reserve off-site location for the critical incident management team when the on-site location is not usable.
- 3.5. The team will collate and retain any records regarding the planning of, and response to, critical incidents, including written records and any recordings made via CCTV.
- 3.6. The team will ensure that each member of staff involved in dealing with a critical incident has recorded all decisions that were made, any communication that was received and all tasks that were carried out.

4. Initial action

- 4.1. Immediate action will be taken in order to safeguard pupils and staff, using the relevant emergency procedure signal to alert staff members.
- 4.2. The alarm will be raised by the first adult at the scene of the incident.
- 4.3. Members of the critical incident management team will ascertain the details of the incident.
- 4.4. All initial information regarding the incident will be logged using the [Initial Action Form](#).
- 4.5. First aid will be administered by the first trained first aider at the scene of the incident.
- 4.6. All first aid and medical treatment will be administered and recorded in line with the school's First Aid Procedure,.
- 4.7. The emergency services will be contacted and the following information will be given:
 - The emergency services required
 - Exact location of incident
 - Number of casualties
 - Number of injuries
 - Location and phone number of where the call is being made from
 - Any hazards which the emergency services may encounter on site
- 4.8. Where possible, the school will remain open and normal routine will be maintained.

5. Emergency procedures

- 5.1. All staff members and pupils are aware of the school's emergency procedures
- 5.2. The school's designated emergency assembly points are clearly indicated and known by all staff members and pupils.
- 5.3. The school will carry out a practice drill of the school's evacuation procedure at least once a term, to ensure that pupils and staff members fully understand what is involved in the procedure, and that it is implemented effectively.
- 5.4. In the event of an evacuation, external hazard or an intruder, staff members and pupils will be alerted by the continuous sounding of the fire alarm bell.
- 5.5. All staff members are aware of the evacuation routes and assembly points in the case of a bomb threat, as outlined in the school's Fire Safety Procedure,.
- 5.6. In the event of severe weather, the procedures outlined in the school's Adverse Weather Procedure, will be followed.

- 5.7. All staff members are aware of the school's designated first aiders and the locations of first aid boxes within the school.
- 5.8. In the event that first aid or medical treatment is necessary, the procedures outlined in the school's First Aid Procedure, will be followed.
- 5.9. Staff members are aware of any Personal Emergency Evacuation Plans in place.
- 5.10. All staff members will receive training regarding the school's emergency evacuation procedures, and will be aware of:
 - The appropriate route to take.
 - What assembly point to use in the event of different scenarios.
 - Security arrangements that are in place, such as the locking of the school gates.
 - Access arrangements for the emergency services.

6. Emergencies during educational visits

- 6.1. All staff members will act in accordance with the school's Educational Trips and Visits Procedure,, following the outlined procedures in the event of an emergency.
- 6.2. Critical incidents that occur on school trips will be managed in the same way as those that occur on the school premises.
- 6.3. The trip leader is responsible for maintaining written records of any critical incidents that occur whilst on a trip, as well as the action which was taken and by whom.
- 6.4. The trip leader is responsible for reporting the critical incident to the headteacher immediately.
- 6.5. Any critical incident that occurs on a school trip will be communicated to all staff members, ensuring that they are aware of any pupils who may suffer from shock.

7. Internal communications

- 7.1. To aid communication within the school community, the school will collate an emergency contacts information sheet, copies of which will be kept in the school office. This will include the following information:
 - Pupils' emergency contact details
 - Staff members' emergency contact details
 - Contact details of members of the governing board
 - Emergency contact details for the LA and the Diocese
 - Phone numbers for relevant travel companies

- Phone numbers for regular supply staff
- 7.2. The headteacher is responsible for ensuring that this information is reviewed on a regular basis and is updated to reflect changes in staffing details.
 - 7.3. The school's internal communication systems will be used to alert staff members to a critical incident in the first instance, without alarming pupils unnecessarily.
 - 7.4. Staff members, pupils and parents will be informed of critical incidents in the most sensitive way possible.
 - 7.5. The parents of pupils who are directly involved in the incident will be contacted immediately using the emergency contact details provided to the school.
 - 7.6. Pupils will be informed of a critical incident in groups as small as practicable.
 - 7.7. Parents of pupils not directly involved in the incident will be contacted quickly and efficiently, via email, as soon as is reasonably practicable.
 - 7.8. Members of the school's governing board will be informed about the critical incident as soon as possible, and will be briefed about speaking to the press.
 - 7.9. During an emergency, staff members will use mobile phones to stay in contact with one another and communicate key messages.
 - 7.10. Staff briefings will be conducted following the occurrence of a critical incident, in order to further investigate the event and provide staff members with any updates.
 - 7.11. Weekly staff meetings will provide an opportunity for staff members to raise any concerns about the school, including those in relation to emergency procedures and critical incidents.

8. After a critical incident

- 8.1. Following the occurrence of a critical incident, the school's short term aims include the following:
 - Contacting those directly involved
 - Inform the governing board, the LA and the Diocese
 - Appropriately debriefing the school community
 - Attempting to maintain normal school routines
 - Making appropriate plans for attendance at funerals and memorials
 - Monitoring the wellbeing of staff and pupils, particularly those directly involved in the incident
 - Expressing sympathy to the families of those involved
 - Identifying vulnerable staff and pupils, ensuring they are aware of the support available to them

8.2. In the medium term, the school's aims include the following:

- Making arrangements for pupils involved to return to school
- Arranging alternative teaching, where necessary
- Providing support to staff members and pupils affected
- Arranging consultations with educational psychologists, where necessary
- Clarifying support arrangements and referring pupils for individual help, if appropriate
- Keeping parents updated and informed

8.3. In the longer term, the school's aims include the following:

- Introducing support systems to continuously monitor vulnerable pupils and staff members
- Discussing how to mark anniversaries
- Ensuring all staff members, including new staff, are aware of pupils affected by the incident
- Acting sensitively to pupils' needs
- Ensuring pupils and staff members know how to obtain further help, including via external support services

9. Post-incident support

- 9.1. Staff members will strive to create a welcoming atmosphere in which pupils can openly discuss life events, including when critical incidents occur.
- 9.2. Following a critical incident, staff members will consult with the parents of pupils involved regarding how best to support the pupil, ensuring that their needs are taken into account.
- 9.3. Counselling will be offered to pupils and staff who were involved in, or witnessed, a critical incident.
- 9.4. Topics including bereavement, stress and safety will be covered as part of the curriculum.
- 9.5. Pupils and staff will be provided with safe areas where they can take a timeout if necessary.
- 9.6. Absences must be authorised by the Head teacher for pupils attending events following the incident, including funerals and counselling sessions.
- 9.7. Strategies will be implemented for managing any distress that could be caused by ongoing police enquiries, legal proceedings or media attention.
- 9.8. The head teacher or critical incident management team will lead debriefing meetings for staff members, pupils and parents, as well as for the wider community where appropriate.

- 9.9. The need for individual or group support will be assessed by class teachers in the period following a critical incident.
- 9.10. The school will ensure the demands on pupils and staff, e.g. deadlines for coursework or additional duties, are appropriate or deferred/cancelled if necessary.
- 9.11. Arrangements will be made for a member of staff to visit those affected, whether at home or at hospital – consent will be sought from parents before visits take place.
- 9.12. Where necessary, the school will liaise with parents regarding a phased return to school for pupils involved in a critical incident.
- 9.13. Information regarding the support being accessed by staff members and pupils will be treated as personal data and processed in line with the school's Data Protection Policy, transferring information to external agencies where necessary.
- 9.14. More support following a critical incident can be accessed by contacting the LA, the RHT and the Diocese.

10. Media relations

- 10.1. All communication between the school and the media will be conducted by RHT Media Support team.
- 10.2. All information given to the media is done so through a single reliable source.
- 10.3. All statements will be agreed by the headteacher and critical incident management team before going to the press.
- 10.4. Pupils will not be named during communication with the press unless parental consent has been sought.
- 10.5. Personal information regarding staff members, pupils and visitors will be kept confidential and treated in accordance with the school's Data Protection Policy.
- 10.6. Details of the critical incident which may be harmful to investigations into the incident or which reveal personal information will be treated as confidential.
- 10.7. Staff members will not talk off the record to the media and will refer all enquiries to the headteacher, critical incident management team or designated staff member.
- 10.8. The school will strive to liaise and co-operate with the media by answering any queries, as appropriate.
- 10.9. All statements given to the press will be factual.
- 10.10. The school will aim to reassure the public and demonstrate control of the situation, as well as counter any dangerous rumours or gossip.

- 10.11. Child protection and safeguarding measures will be taken when reporting about pupils.
- 10.12. Parental permission will be sought prior to any press interviews with pupils.
- 10.13. Times of press releases will be pre-agreed in order to avoid continuous pressure.
- 10.14. Where appropriate, a pre-prepared statement containing basic information about the school and the school's procedures will be used.
- 10.15. The critical incident management team will ensure that any media access to the site, staff and pupils is controlled.

11. Handling complaints

- 11.1. North Curry C of E Primary School recognises that the occurrence of a critical incident is a sensitive subject.
- 11.2. Complaints or concerns regarding the school's critical incident arrangements should be made in accordance with the school/Trust's Complaints Procedure.
- 11.3. The school will continuously work to address and resolve concerns, ensuring that critical incidents are dealt with in line with the law, as well as in a sensitive and supportive manner.

12. Monitoring and review

- 12.1. This procedure, will be reviewed on an annual basis by the headteacher and, with any changes made to the procedure, being communicated to all teaching staff and the governing board.
- 12.2. The next scheduled review date for this procedure is September 2024.

Appendix 1: Initial Action Form

In the event of a critical incident, this form should be completed by whoever received the alert in order to gather as much information as possible.

Name of the person informing about the incident:	
Emergency procedure carried out:	
Alert raised by:	
Details of the incident:	
Number of people involved:	
Details of staff members at the scene:	
People who have been informed:	
Exact location of the incident:	
Number of casualties and injuries:	
Details of any casualties and injuries:	

Action taken so far:

Assistance needed:

Form completed by:

Job role:

Appendix 2: Invacution, Evacuation and Lock down

Definitions

An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.

'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the Head Teacher, to ensure its effectiveness.

The Head Teacher will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and can access a copy.
- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Raising the alarm in an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.

- Recording all evacuation procedures, including drills and practices.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

The Head Teacher will be responsible for informing the relevant external services, such as the police, in the event of an emergency.

The Head Teacher will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.

All members of staff will be responsible for:

- Acting in accordance with this policy at all times.
- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- Ensuring that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the Headteacher immediately.
- Informing the Headteacher or school office of any pupils missing from the classroom when the alarm was raised.
- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

Invacuation procedure

The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

The warning for the school's invacuation procedure is an intermittent alarm from the office. The Headteacher, SLT or Office Staff will sound the alarm as soon as a concern has been raised.

Staff members will keep in contact using the in-class phones to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

Throughout the procedure, the Headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using the in-class phones.

During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.

When all personnel are inside, doors and windows will be securely locked.

Main entrances into the school site will be locked if necessary.

Where an invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room' by their classroom teacher, who will ensure that all pupils are accounted for.

When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'.

Visitors will be directed to the nearest designated 'safe room'.
Staff members will instruct pupils to stay away from the windows and doors. Where necessary, pupils will be informed to lie or sit on the floor.

Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the Headteacher has given an announcement to declare the risk has gone.

When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.

Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- A follow up talk with staff members and pupils will be delivered by the Headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

Lockdown procedure

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

The Headteacher will ensure that all staff members understand when and how this procedure will be implemented.

Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

The Headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose

The signal given for staff members to implement the lockdown procedure is an intermittent alarm which is operated from the school office.

Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via the internal phone system.

Lines of communication between staff members will be kept open using two-way radios and mobile phones; however, unnecessary calls to the school office will not be made as this could delay important communication.

As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest room.

Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.

Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.

If staff members, pupils or visitors remain outside during the implementation of a full lockdown, they will hide in the designated safe area until the emergency services have arrived.

Classroom teachers will be responsible for the pupils within their classroom.

When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.

Classroom teachers will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via two-way radios or mobile phones, and an immediate search will be instigated, where appropriate.

Once all personnel and pupils are inside, the Head Teacher will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

Pupils may be asked to hide or disperse if this will improve their safety. Pupils are instructed to take cover under their tables where possible.

In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.

In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.

In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electronic monitors expressing light
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors

All personnel will remain inside until an 'all clear' signal has been given, either via public address and internal messaging systems or by the SLT, or unless told to evacuate by the emergency services.

If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

Parents will be notified as soon as it is practicable to do so via the text messaging server.

Pupils will not be released to parents during a lockdown.

If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

The school's Business Continuity Plan will be activated to help restore normality following an incident.

In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

Evacuation procedure

The school will carry out evacuation drills at least once a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

In an emergency, such as a fire, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.

All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

New staff members will be advised of evacuation procedures as part of their induction training. The designated fire wardens for the school are the Headteacher and the Office Assistant.

The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

The Head Teacher will ensure that all staff members are aware of the designated evacuation points.

The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.

When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.

Staff members will direct pupils to the nearest safe exit.
Staff members will be responsible for ensuring that exits are never obstructed or blocked.

Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.

Pupils will walk in an orderly and quiet manner to the designated evacuation point.

Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).

When pupils are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.

Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.

Missing personnel and pupils will be immediately searched for if it is safe to do so.

Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the Head Teacher or emergency services.

The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.

An emergency evacuation pack will be kept off the premises and nearby the school containing each child's emergency contact details, a first aid kit and a mobile phone. This is kept at school office.

If required, parents will be contacted in order to collect their children. This will be done using the school's text messaging server.

All evacuations will be recorded using the Evacuation Record Log (Appendix 1).

The school's Business Continuity Plan will be activated to help restore normality following an incident.

Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.

When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes.

The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

Fires

In the event of a fire, the school will invoke the evacuation procedure.

Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.

Emergency lighting will be installed and appropriately used where necessary. It is the responsibility of the Head Teacher to ensure that exits are clearly marked.

The Head Teacher will be responsible for ensuring every room is equipped with the necessary fire safety equipment.

All staff members will act as 'fire wardens' in the event of a fire.

The designated fire warden will undergo extra training and will take a lead role in the evacuation of the building.

If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Evacuation Record Log.

The school's Business Continuity Plan will be activated to help restore normality following an incident.

Communication with parents

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via the newsletter or the school website.

In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable.

Parents will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger.

The school will contact parents when it is safe for them to collect their child.

Whilst talking to parents, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

Appendix 3: Corrosive substance incident

The use of a corrosive substance as a weapon, or an 'acid attack', can cause significant harm to victims, both physically and emotionally. According to the charity Acid Survivors Trust International, the UK has, per capita, one of the highest rates of recorded acid attacks in the world.

Staff members should be equipped with the knowledge to effectively act should an acid attack occur on the school premises, actively prevent the possibility of an attack occurring on the premises, and ensure pupils are aware of what to do should they encounter an attack outside of school.

The Offensive Weapons Act 2019 makes it an offence for a person to have a corrosive substance in a public place, unless they have a valid reason. Under the Act, it is also illegal to sell a corrosive product to a person under the age of 18.

Action to take in the event of an incident

The NHS, the British Association of Plastic, Reconstructive and Aesthetic Surgeons and the British Burn Association published first aid guidance to ensure victims of acid attacks get the right help as quickly as possible. Their guidance revolves around three key actions that should be taken in the immediate aftermath of an acid attack:

- **Report** – the incident should be reported immediately by dialling 999 and asking for urgent help.
- **Remove** – any clothing that has come into contact with the acid should be removed carefully.
- **Rinse** – any part of the body that has come into contact with the acid should be rinsed immediately in clean, cool or lukewarm water.

Ideally, a first aid trained member of staff should administer the immediate treatment; however, it is possible that a trained person may not be in the immediate vicinity. It is, therefore, important that all members of staff understand the procedures to follow.

Speed is crucial when treating acid-related injuries; whilst waiting for the emergency services, someone within the school should begin administering first aid to the victim, removing contaminated clothing carefully and rinsing the affected area with water. Gloves or other protective clothing, such as goggles, should be worn by the person administering treatment. Do not try to remove any clothing that is stuck to the skin, this could cause more damage.

It's vital that the substance does not spread during the removal of contaminated clothing or when rinsing the skin. The affected skin should not be rubbed as this may spread the substance, causing further injury. When removing clothing, try to avoid allowing it to come into contact with other areas of the skin or eyes. Where possible, cut clothing away rather than lift it over the injured person's head, to limit the risk of spreading the substance.

Only water should be used to rinse the affected area, and this should be done as soon as possible. When rinsing, try to ensure the water runs off the skin rather than pooling, which could potentially spread the substance. The affected area should be doused in water for as long as possible until the burning sensation fades.

What can schools do?

If a member of staff suspects that a pupil has brought a harmful substance into school, they should challenge the pupil and ask them why. Schools should also work alongside the local police if they find a pupil carrying acid – these incidents should be reported as soon as possible to prevent someone from being seriously injured.

Supporting victims

If a pupil at school has been victim to an acid attack, the school needs to support them, both in the immediate aftermath (i.e. administering first aid), and in the longer term, as these attacks can be just as harmful mentally.

Victims can continue to feel upset, anxious or afraid after their attack. Schools should make sure any pupils who have experienced an attack are aware that they can speak to members of staff in school. Additionally, schools can let these pupils know that there is a wide network of support available to them. Pupils can be referred to a mental health liaison team at a hospital for support and treatment. Support groups that specialise in burns can also offer support to victims and their families.

There are a variety of both local and national support groups; national groups include the following:

- Changing Faces – supports people whose condition or injury affects their appearance
- Katie Piper Foundation – provides help for people who have been affected by acid attacks and other burns

Appendix 4: Bomb Threats

The likelihood of a threat being made against North Curry C of E Primary School and Nursery is extremely remote; however, it is essential that any threat is taken seriously and acted upon in a professional manner.

Legal framework

This policy has due regard to the following legislation, including, but not limited to:

- The Management of Health and Safety at Work Regulations 1999
 - The Health and Safety at Work etc. Act 1974
- This policy will be implemented in conjunction with the school's:

- Business Continuity Plan
- Lockdown Procedure
- Personal Emergency Evacuation Plan

Telephone threats

All members of staff who answer school telephones will be made aware of the bomb threat procedures over the telephone.

All relevant members of staff will receive a Bomb Threat Checklist, along with a Caller Details Checklist.

The Head Teacher will arrange training for staff to become familiar with the procedure.

When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.

Once the telephone call has ended, the Head Teacher will be notified.

The member of staff who answered the telephone will complete the [Caller Details Checklist](#) at the earliest opportunity.

The police will be notified at the earliest opportunity. The Head teacher will then liaise with the police to determine the best course of action.

The Head Teacher will provide the police with a written record of the call.

If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the Head Teacher believes there is enough time for an evacuation to be carried out safely. Otherwise the Head Teacher will await instruction from the police.

Once the decision to evacuate has been taken, the alarm will be used to alert all members of staff. Staff and pupils will relocate to the fire assembly points, located on the front playground.

Once a decision for lockdown or evacuation has been made, the emergency procedures, outlined in the Lockdown Procedure and Evacuation Policy will be followed.

Contacting the police

After the threat has been received and recorded, the Head Teacher, along with the person who received the call, will ring 999 and provide the police with the information on the [Bomb Threat Checklist](#).

The following information will also be provided:

- A mobile contact number, so the Head Teacher or designated senior decision maker can be called if the premises are evacuated.
- The number of pupils and staff at the school.
- Whether a decision has already been made to evacuate. If it has, the police will be told the location of the assembly point.
- Whether or not there is a 'buddy' school.

Suspicious packages or envelopes

According to the US Postal Inspection Service, there are a number of warning signs that, if spotted, could identify a potentially dangerous item. Although these are not official guidelines, North Curry C of E Primary School and Nursery believes that by keeping these points in mind we can ensure good practice, as well as keeping the school safe. These warning signs are:

- Excessive postage
- A fictitious or non-existent return address
- A postmark that does not match the return address
- Restricted endorsements, such as 'personal' or 'private'
- Distorted hand-writing, homemade labels or cut-and-paste lettering
- Unprofessional wrapping
- A rigid feel, uneven or lopsided contents
- An irregular shape, soft spots or bulges
- Protruding wires
- Aluminium foil
- Oil stains

- An unusual smell

If a package or envelope is deemed suspicious, the following steps will be taken:

- The police will be called immediately and the item will not be opened or handled.
- The item will be left clear of other objects, so that it can be clearly identified by the emergency services.
- If possible, all the windows in the room will be opened.
- The item will not be put in water or a confined space.
- The immediate area will be evacuated and sealed off.
- Once members of staff have reached a safe area, a written record will be made of all the individuals who handled the item. This record will be made available to the emergency services.

Written bomb threats

If a written bomb threat is received, the Head Teacher will be immediately notified. The police will be notified at the earliest opportunity. The letter will be handed to the police. The letter will be handled as little as possible. A record will be made of the date and time the letter was received.

Bombs threats via email

If a threat is received via email, the message will be saved, in order for it to be investigated by the police.

The Head Teacher will be notified as soon as a threat is received. The police will be notified at the earliest opportunity.

Bomb threat checklist

This checklist has been designed by MI5, to help members of the public manage a bomb threat made by phone. By following these instructions, a member of staff can ensure they gather as much information as possible from the caller.

1. If possible, switch on a tape recorder or another electronic recording device.
2. Tell the caller which town/county you are answering from.
3. Record the exact wording of the threat (in the box below).