

Sperrinview Special School

Critical Incident Plan

Definition

A critical incident can be defined as a sudden and unexpected event that is distressing to the school community.

Below are the policy and procedures which have been devised for Sperrinview Special School. This will enable us to mobilise our resources promptly and effectively in times of need and identify the members of the school critical incident team, each of whom have clearly defined roles and responsibilities.

Aims

- To respond to a critical incident in an informed manner
- To create a positive, open, communicative climate where the needs of pupils and staff are met in critical incident situations
- To recognise which incidents may be critical for the school community
- To create a safe school environment whereby the physical, social and psychological health of pupils and staff is prioritised
- To promote active coping skills within the curriculum
- To establish positive working relationships and dialogue with outside agencies, thus enabling full and effective collaboration in the event of a critical incident

Roles and Responsibilities

The Critical Incident Team is made up of the members of the SLT, but requires co-operation and assistance from all members of staff.

Responsibilities are as follows:

Incident during the school day

Contacting parents from school - member of Senior Leadership Team [SLT] to use Txtlocal system to contact all parents.

Principal and Vice Principal to contact EA Southern Region, transport department, lunch time supervisors, therapists, peripatetic teachers, Governors, media etc.

Mrs Coert will be responsible for assessing stress levels among staff.

Mrs Duffin will be responsible for assessing stress levels among pupils.

In the event of Emergency Evacuation Procedures being implemented, all staff should follow the agreed protocols [see appendix 1].

In the event of Emergency Evacuation procedures being in place over a lengthy period of time, pupils and staff may be moved to Oakridge SEC as a temporary measure.

Incident outside of school hours

Contacting staff and parents outside of school hours [see appendix 2].

Essential Tasks Following a Critical Incident

1. Assess the danger, gather factual information and take appropriate action
2. Co-ordinate the school's response, meet with staff
3. Organise contact with pupils, parents and others
4. Restore the school to regular routine as soon as practicable
5. Obtain updated factual information
6. Continue to monitor well-being of pupils and staff
7. Engage the support of eg Critical Incident Response Team, Pupil Personal Development Services etc as appropriate

Staff should follow the procedures and guidelines as laid out in the Critical Incident File [kept in Miss Jordan's Office].

Links to Other School Policies

Pastoral Care

Child Protection

Curricular Links

PD/PDMU

Circle Time activities

Assemblies

External Support

Social Services Dungannon Senior Social Worker - 028 8772 2821

Children's Social Work Gateway Service - 0800 783 7745

EA Southern Region - 028 3751 2200 or Out of Hours 028 3751 2345

EA Southern Region Health and Safety Officer - 028 3751 2429

EA Southern Region: Child Protection Team - to be contacted by DT, DDT or Principal:

Ms Kathryn Anderson - Telephone:- 028 3834 1975

Ms Jennifer McCann- Telephone:- 028 3834 1975/07920 187035

Ms Cathy McCann - Telephone: - 028 3834 1975/07766 477813

EA Southern Region Transport Section - 028 3751 2268

EA Southern Region Maintenance Dept - 028 3751 2299

EA Southern Region Communications Manager - Mr Richard Bullick - 028 3741 5356
EA Southern Region Staff Welfare Manager - Mrs Marion Ferguson - 028 3751 2559
EA Southern Region Critical Incident Response - Ms Cathy Bell - 028 3751 2397
EA Southern Region Critical Incident Response - Mrs Valerie George - 028 3751 2515
EA Southern Region Staff Care Services - 0500 127079
Educational Psychology Dungannon- Ms Karen McElduff - 028 8772 6430
South Tyrone Hospital - 028 8772 2821
Craigavon Hospital - 028 3833 4444
Oakridge SEC - 028 8775 2892
PSNI Dungannon - 028 8775 2525
Police, Fire, Ambulance - 999
Dungannon Parochial House - Monsignor Curry - 028 8772 2631
Dungannon Convent of Mercy - 028 8772 2623
Coalisland Parochial House - 028 8774 0221
Clogher Convent of Mercy - Sr Eleanor -028 8554 8127
Dungannon Church of Ireland - Rev Andrew Forrester - 028 8772 2614
Dungannon Presbyterian Church - Rev Alan Thompson - 028 8772 2125
Newmills Presbyterian Church-Rev David Brownlow-028 8774 6117/07766 554181
Dungannon Methodist Church - 028 8772 2674
Dungannon Independent Methodist Church - Rev Robert Maxwell - 028 8772 4586
Dungannon Vineyard Church - Pastor Scott - 028 8775 2133/Youth Pastor Emma Scott - 07743 859935
Dungannon Baptist Church - Pastor Philip Boyd - 07957 327223

Staff Development and Training

Training will be provided for all staff through discussion and by agreement with the Critical Incident Response Team.

Monitoring and Evaluation

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Review

The policy will be reviewed annually in Term 3.

Signed: _____ Date: _____

Emergency Evacuation

Appendix 1

It is important that all persons who use the building are aware of the evacuation procedure.

All classrooms are equipped with a fire alarm, a guide to the procedure beside the alarm and a fire extinguisher in or adjacent to the room. Mobiles are not fitted with alarms, therefore the Secretary warns the mobiles at the front of the school and the Caretaker warns Gem's Room and the Staffroom.

The emergency exits are clearly marked.

Additional emergency exits, alarms in the form of glass break points and fire extinguishers are situated throughout the building in accordance with the recommendations of the fire authority.

The alarm is a continuous bell. On hearing it all occupants of the building should leave by the nearest emergency exit in an orderly fashion. Teachers & assistants will ensure that pupils are escorted to the assembly point, and will control emergency exits from each classroom. To ensure that individual exit doors from classrooms are useable, where they are lockable for pupil safety purposes, in the event of an alarm being raised, each teacher/assistant will check to ensure that keys/locks etc are available and in working order each day.

The Class Fire Register, class mobile phone, emergency medication and care plans should be taken by a member of the classroom staff to the assembly point. The assembly point for each class is the grassy area beside the front gates of the school. **The first member of staff to reach the front gates should close them until the emergency is over.** Classroom staff will stay with their group and will call the register on arriving at the assembly point. All Therapists or other staff should leave the building by the nearest exit and bring pupils/students in their company to the assembly point.

The Principal/Vice Principal/Secretary/Building Supervisor will take the visitor and staff books, the fire map and the critical incident file and go to the assembly point to collect registers

No-one may return to the building until the all clear has been given.

Statistically it has been shown that the majority of fires in school are started maliciously whilst the building is not in use. If a fire should be discovered by someone in the building, they should sound the alarm immediately and proceed to the nearest exit.

The persons nominated to phone 999 are the Principal/Secretary/Caretaker. Fire drill procedures will be carried out during the year.

Critical Incident Contact Procedures

In the event of the school having to close unexpectedly, the following people will contact staff, parents and others as follows:

Name	To Contact
Miss Jordan and SLT	All staff members via TxtLocal All parents via TxtLocal Governors via TxtLocal Mr Philip Price re Transport Staff School Counsellor EA Southern Region [to include BST, peripatetic teachers, AASIS etc] Newspapers, TV and Radio as appropriate