

“Every child is a unique child of God.”



Whinmoor St Paul's (VA) C of E Primary School

Critical Incident Policy

Every Child is a Unique Child of God

At Whinmoor St. Paul's Church of England Voluntary Aided Primary School, everything we do is underpinned at all times by the Christian ethos of valuing the individual. We believe that every child is respected as a unique child of God, the future adults in society. We believe children are gifts from God and we are privileged to work with their families and carers, to enable them to live life to the full.

Agreed date: July 2021

Review date: July 2024

Signed: Chair of Governors : Mrs R Davies

Date: 21/07/2021

The Governing Body and staff of Whinmoor St Paul's Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Our Mission and Ethos

At Whinmoor St Paul's Primary school we believe that every child is a unique child of God and lives in a world that God has made.

We aim:

- ***To provide a safe nurturing environment where every child can achieve his/her full potential***
- ***To inspire a lifelong love of learning***
- ***To value all faiths and cultures and to celebrate diversity***
- ***To develop a sense of respect and responsibility towards self, others and the world in which we live***
- ***To build strong relationships with the local community, our city and the wider world***

And to do all this as a caring community based on strong Christian values

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Inclusive PSHE will foster good relations between pupils and tackle all types of prejudice, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010

Critical Incidences

As part of our Health and Safety policy, Whinmoor St. Paul's C of E (VA) Primary School (WSP) has emergency planning procedures in place to deal with critical incidents. This includes Invacuation Lockdown and Evacuation procedures.

What is a Critical Incident?

A Critical incident is any sudden, unexpected event that is distressing to pupils and/or staff, it may involve violence, a serious accident, a chemical leak, fire, flooding or major vandalism.

The response to the critical incident should be viewed as sensible and proportionate in relation to the level of threat to children and staff within WSP.

Invacuation

Notification

If feasible, a member of SLT will alert each teacher to the fact that the school needs to invacuate. If this is not possible or unsafe, the school bell will sound in three long bursts or any member of staff may blow a whistle in **three long bursts**. Once heard, other members of staff blow their whistle in the same way to alert as many others as quickly as possible.

- **Immediately** adults in the classroom ensure children are moved away from windows to an agreed 'safe' area in the class which is below window height. The class stay in this safe space until it is deemed safe to move to other areas of the class – this will be communicated to teachers by a member of SLT
- The teacher picks up the class tablet and the teacher and all adults ensure all doors, windows in classes are locked, blinds down. (If blinds do not fully close, cover the windows, where possible, with prepared templates), lights turned off, white boards switched off
- Any open doors/windows in shared areas to be closed by an adult
- If necessary, air conditioning in the kitchen area is switched off
- Children sit in silence, unless told otherwise by a member of SLT
- One adult from each class/phase checks children's toilets near their classes and helps children to make their way back to class quickly and quietly
- Any class outside immediately comes into school, via the nearest exit, closing all external doors
- All staff can receive emails on their class tablet. If necessary and deemed safe, teachers must use this means of communication to alert others to any potential dangers in their area
- No one should move about school until given permission by a member of SLT
- Children and staff to remain within their safe space or classroom until informed by a member of SLT as to next steps or until informed that the invacuation is no longer deemed necessary

To Note:

- If, when an invacuation takes place, children are away from class and in the main building and the adult with them deems it safe, they can be quickly taken back to class
- SLT/Office staff to check main entrance, adult toilets, be responsible for children who may have been sent for first aid.
- It is the responsibility of the teacher to make a note on the white board of the number of children in their class each morning, so a headcount can immediately take place in the event of Invacuation. (Staff must be aware who is at the toilet or out of class). If a member of staff is with a child, away from the class (first aid, intervention etc.) they will take them back to class
- Adults and children using the Hive will be alerted to the invacuation via a telephone call from the Business Manager or a member of SLT. They invacuate within the Hive and do not attempt to come back into the main building
- At any point during the invacuation, the situation may change and a lockdown or (silent) evacuation may be necessary. Teachers must be alert to new communications, either by email or text or by the whistle or fire alarm sounding

Lockdown

Notification

If feasible, a member of SLT will alert each teacher that the school needs to go into immediate lockdown *by the use of a word shared with staff prior to the start of each term*. If this is not possible or unsafe, any member of staff will blow a whistle in **4 short bursts or the school bell will sound in 4 short bursts**. Once heard, other members of staff blow their whistle in the same way to alert as many others as quickly as possible. At the end of the lockdown, a member of SLT will alert staff by knocking on doors and verbally communicating that it is safe to come out via the use of the 'safe,' word.

- **Immediately** adults in the classroom ensure children are moved away from windows to an agreed 'safe' area in the class which is below window height
- The teacher picks up the class tablet and the teacher and all adults ensure all doors, windows in classes are locked, blinds down. (If blinds do not fully close, cover the windows, where possible, with prepared templates), lights turned off, white boards switched off
- Any open doors/windows in shared areas to be closed by an adult
- If possible, air conditioning in the kitchen area is switched off
- Children sit in silence, unless told otherwise by a member of SLT
- One adult from each class/phase checks children's toilets near their classes and helps children to make their way back to class quickly and quietly (if possible) or stays in the toilets with them
- Any class outside immediately comes into school, via the nearest exit, closing all external doors
- All staff can receive emails on their class tablet so teachers need to be alert to any emails arriving. If necessary and deemed safe, teachers must use this means of communication to alert others to any potential dangers in their area
- No one should move about school
- Children and staff to remain in lock down position until informed of next steps by a member of SLT

To Note:

- If, when Lockdown takes place, children are in the library area and the adult with them deems it safe they can be quickly taken back to their class, otherwise ask them to sit on the floor or under the desks. Doors must be locked – the adult with the children should do this
- If children are in the hall and it is safe, take them back to class. (The hall has large, low windows). Otherwise, they can be taken into the store area near the kitchen
- SLT/Office staff to check main entrance, adult toilets, be responsible for children who may have been sent for first aid.
- It is the responsibility of the teacher to make a note on the white board of the number of children in their class each morning, so a headcount can immediately take place in the event of a Lockdown. (Staff must be aware who is at the toilet or out of class). If a member of staff is with a child, away from the class (first aid, intervention etc.) they will take them to the nearest class or 'safe place,' until the lockdown situation ends
- Adults and children using the Hive will be alerted to the lockdown via a telephone call from the Business Manager or a member of SLT. They lockdown within the Hive and do not attempt to come back into the main building
- Immediately after the lockdown, a register must be taken to ensure all children and staff are accounted for. If this is not the case, the phase leader must be alerted and must alert the Head teacher or Deputy Head teacher.
- At any point in the lockdown, the fire alarm may sound to evacuate the building or the whistle pattern may be heard to switch to invacuation or silent evacuation. Staff must be vigilant regarding the validity of these signals and around why the lockdown was originally put in place

Responsibilities:

The Head teacher (or a member of SLT) will take overall responsibility for coordinating the response to an emergency situation.

The School Emergency Management Team is established and consists of the:

- Head teacher (Overall responsibility)
- Business Manager (to contact emergency services – responsibility for 'grab bag' and emailing the 'safe' word to all staff members prior to the start of each term)
- Site Manager (to support the Head teacher and aid the emergency services where appropriate)
- Phase Leaders (support the children and staff in each phase and send texts if they can provide updates on the ongoing situation)
- After the invacuation, lockdown or evacuation, the Head teacher or an SLT member will make the decision what communication needs to be shared with families via text, email, twitter or letter

In an emergency situation, staff take whatever action they deem is necessary to protect the children.

Try and keep calm at all times as the children will be following your example.

Remember:

- Close all windows, doors, blinds/ **C**ommunication
- Lock up (Barricade doors if necessary)
- **O**ut of site
- **S**tay silent
- Ensure you can communicate/**E**ndure (this may take up a chunk of time)

Evacuation:

If a fire breaks out in school, it is the responsibility of whoever sees this first to raise the alarm by breaking the glass boxes situated around the school

All staff must be aware of all exit points within school. Fire Evacuation plans are clearly displayed in all classes, and it is an expectation that staff know where these are

On hearing the fire alarm the following staff procedures/duties will take place:

Teachers and Assistants:

- On hearing the fire alarm the teacher/assistant will ask the children to stand up in silence and line up in their usual places.
- Children will be taken through the nearest fire exit. if this is not possible, the next available exit must be sought
- Assistants to check toilets/other agreed communal areas (the class teachers are responsible for this taking place)
- Class teachers must pick up their walkie talkies
- Children **must** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the agreed assembly points (Key Stage Two playground: Years 2,3,4,5,6. Key Stage One playground: Nursery, Reception, Year 1).
- All school kitchen staff and anyone using the Hive must gather on the main carpark away from the building and keep in touch via the walkie talkie. (This must always be picked up from the main office by anyone using The Hive)
- Teachers conduct a head count to ensure all pupils are accounted for
- Teachers check children against the fire register and immediately inform SLT if anyone is missing via the walkie talkie
- Once a class is accounted for, teachers hold up their hand and hand their register to the Senior Leader in their assembly point (AHT in KS2 playground, Foundation Stage Lead and AHT in KS1 playground, Business Manager for those on the main carpark).
- Any staff who have children in a different area to the normal assembly point must inform the Senior Leader, who will relay this information forward
- The Leader in KS2 informs the Head teacher if all children and adults are accounted for in the KS2 assembly point
- The Foundation Stage Lead and Leader in the KS1 area informs the Head teacher if all children and adults are accounted for in the KS1 assembly point
- The Business Manager informs the Head teacher if all children and adults are accounted for in the main carpark

To Note:

- Unless otherwise informed that a fire drill is to take place, the Business Manager will on hearing the alarm, immediately alert anyone who is working in the Hive, pick up the Grab Bag and open the school gates awaiting the Fire Brigade
- The Site Manager if safe to do so, will go directly to the fire panel to see where the alarm has been triggered, contact the Fire Brigade (999) on the school mobile phone and will support the Business Manager in preparing for the arrival of the Fire Brigade. He will support with the Fire Officers upon their arrival in any way he can. If he is unavailable, the Business Manager will alert the fire brigade
- The Nursery Lead or appointed member of staff will unlock the Nursery Gates to support quick access to the Assembly points
- Visitors in school must assemble with the class they are working with and this must be reported to the Fire Marshall for their assembly point
- The Office Administrator is responsible for ensuring registers are taken outside and quickly given to staff

No-one may re-enter the buildings until they have been given the all clear by The Head teacher, in the case of an evacuation or Fire Officers, in the case of a fire.

Silent Evacuation

To Note:

In some cases, it may be necessary to carry out a silent evacuation of the school premises. In this case, no alarm or electrics will be used. Staff will be notified either by a member of SLT informing them by using the words, 'Silent Evacuation- please leave the building', or by blowing a whistle in 2 loud, continuous bursts. This will be passed on by each member of staff who hear it.

- The teacher/assistant will ask the children to stand up in silence and line up in their usual places.
- Children will be taken through the nearest fire exit. if this is not possible, the next available exit must be sought
- Assistants to check toilets/other agreed communal areas (Class teachers are responsible for this taking place)
- The Senior Leaders pick up their walkie talkie but do not use it unless specifically given permission outside of the building
- Children **must** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the agreed assembly points (designated areas on the school field at least 0.5 KM from the school building)
- All school kitchen staff and anyone using the Hive must also gather at the side of the school main gate
- Teachers conduct a head count to ensure all pupils are accounted for
- Teachers check children against the fire register and immediately inform their Senior Leader or Head teacher if someone is not accounted for
- Once a class is accounted for, teachers hold up their hand and hand their register to the Senior Leader in their phase who takes them to the Head teacher

To Note:

- Unless otherwise informed that a silent evacuation is to take place, the Business Manager will on hearing the whistle or message, immediately alert anyone who is working in the Hive, pick up the Grab Bag and open the school gates awaiting the Fire Brigade
- The Site Manager will contact the Fire Brigade (999) on the school mobile phone, standing outside of the school building (at least 0.5KM away) and will support the Business Manager in preparing for the arrival of the fire Brigade. He will support with the Fire Officers upon their arrival in any way he can. If he is unavailable, the Business Manager will alert the fire brigade
- The Nursery Lead or appointed member of staff will unlock the Nursery gates to support quick access to the Assembly points
- Visitors in school must assemble with the class they are working with and this must be reported to the Senior Leader for the phase for their assembly point
- The Office Administrator is responsible for ensuring registers are taken outside and quickly given to staff

No-one may re-enter the buildings until they have been given the all clear by The Head teacher, in the case of a silent evacuation or Fire Officers, in the case of a fire.

Remember:

Invacuation – 3 long bursts of the school bell or whistle (pass it on)

Lockdown - 4 short bursts of the school bell or whistle (pass it on). Know the password

Evacuation – Continuous fire bell

Silent Evacuation – 2 loud, continuous bursts on the whistle. (Do not use the electric bell)