



Keble School Major Incident Policy

This policy also applies to the EYFS

Aims

Major incidents are an unfortunate fact of life. They may be national disasters, more local incidents or events specific to the school. It is our aim to manage these happenings successfully with the best interests of the whole school community in mind.

Objectives

The very nature of major incidents is that they are unexpected and in a form that is difficult to predict. It could be a fire; building collapse, bombing, minibus accident - the list is endless. It is the objective of this policy to remain flexible to the parameters of the incident, yet give broad procedures and guidelines for the school community. It is intended that, by the next review of this policy in 2018 some appendices will be produced that could guide the "Emergency Committee", as outlined below, in some of the more likely major incidents that could befall for example a bomb scare or a gas leak. A child going missing would count as a major incident although the specific procedures regarding this occurrence are contained in a separate policy.

Procedures

- Throughout this document when the Head is absent, then the Deputy Head would take his place and in their joint absence the Bursar would be the leading professional.
- The initial response to any major incident will be to form an 'Emergency Committee'. At a minimum this will consist of (where practicable) the Head, Deputy Head, Bursar and the Head's Secretary; other individuals may be asked to participate if appropriate to the circumstances of the incident. This group will meet as soon as possible to gather information, obtain relevant guidance (including from the school's own emergency plan) and coordinate a first response. Following this meeting the Head will inform the Chair of Governors
- Should the incident take place when the school is closed in the evening, the Head will contact the Emergency Committee by phone and convene the meeting. If it is necessary to inform the whole staff before school reopens this will be done as per the confidential cascade list.
- Should the incident take place over the school holidays it is more likely the bursar takes the role of leading professional (both Head and Deputy are away) and he decides on the Emergency Committee structure. He should attempt to contact the Head after informing the Chair of Governors. Before each holiday a list

should be constructed showing the availability of the Bursar, Head, Deputy and Chair of Governors.

- The Emergency Committee will share as much information as possible and decide the first course of action. It may be that we have to evacuate the school or we may continue as normal but cut external links, like the Internet, so we can manage the flow of information to the pupils.
- A staff meeting will be called as soon as possible. The Head in conjunction with the Emergency Committee will fix the time and attendees.
- From this point onwards the nature of the incident and guidance from the specialist services will govern our subsequent actions. The guidance attached to this policy will give some indication as to possible courses of action and our responses.
- Should it be necessary to evacuate the site completely then initially the whole school would head to Esther Close (provided that it was safe). From here an approach can be made to the Head at St Paul's Primary School, who has already indicated provisional consent, to relocate to their playground or failing that to St Paul's Church Car Park. By the next review of this policy a detailed evacuation procedure will be constructed through the efforts of the DoPC and Health and Safety Committee. There will be 'grab bag' available in the Bursar's Office that contains key information like contact details and also specific medical and first aid equipment that may possibly be needed. It will be the responsibility of the school's Medical Officer to grab this bag before we evacuate the site.
- Almost as a complete reversal of the above, we may possibly need to "lock down" the school. This is where intruders may be on site with the intention of causing physical harm. In the event of such a happening, all will have to remain in secure until the alert is over. There will be a different sounding alarm to give the alert to a "lockdown" and at such a time all should remain in their current location. Doors to the buildings will be locked as security. If there is a lesson on court at the time of the lockdown then the staff will have to gauge the possibility of getting inside whilst still keeping the boys safe. If it happens during a break time then staff on duty will have to do their utmost to guarantee the safety of the boys.
- It is possible that the press (local and national) may become interested in the incident. Please read the guidance section.
- The Emergency Committee will decide when the incident is deemed to be over and what further actions are needed to achieve "closure".

Addresses & Phone Numbers

In the event of the incident affecting the school and its ICT network an electronic list of contact details should be kept off-site for getting in touch with parents, although provision must be made to protect the security of this data

Monitoring and Evaluation

The SLT and Governing Body are responsible for the monitoring and evaluation of this policy. Incidents that do occur should be analysed in relation to this policy and any alterations made immediately without waiting for the review cycle. Any implementation of the policy should be reported at the next Governing Board meeting. This policy also applies the EYFS.

Links to other Policies and Documents

The policy is linked to the PSHE Policy, the Educational Visits Policy, the Bereavement Policy, the Missing Child Policy and the Child Protection Policy.

Review Cycle

The policy should be reviewed every two years.

Guidelines

Informing the Head and the Emergency Services

If the emergency occurs on site then the Head must be informed as soon as possible and the appropriate services called: ambulance, police, fire brigade etc. The first adult on the scene will have to use common sense as to whether the Head or the emergency service is called first. Ideally as someone phones the services, another person goes to find or phone the Head. If in doubt call the emergency service first.

1. **Routines**

It is desirable that normal school carries on as far as is possible.

2. **Emergency During the Day**

If the emergency occurs during the working day, and it is felt necessary to address the whole body, pupils will be called to the hall by class. This is to be done as calmly and efficiently as possible.

3. **Informing Parents**

The Head will personally contact all those parents whose children have been affected or injured. If children are killed then he will consult with the police over who should inform the parents concerned. If a great many pupils are injured then it will be up to the Head to decide who should contact the parents in each particular case.

In an event such as a minibus crash, the parents of those not injured or killed must be informed as soon as possible. Again this will be by the Head, the Deputy Head or Head of the Junior School.

4. **Informing the Chairman and the Board of Governors**

It is the Head's duty to keep the Chair of Governors informed at all times during an emergency and the Head will notify the full Board at such time as agreed with the Chairman.

5. **Trips Away from School – Home and Abroad**

It is essential that all those who are responsible for taking teams and parties of pupils away from school during term time or holidays hand in to the office, before leaving, a complete list of all pupils and staff going on the trip, the destination, the expected time of arrival at the destination and the expected time of departure and return to school. There should be a contact telephone number and if possible email addresses or fax numbers. In addition, any special circumstances about the trip should be noted. This list of staff and pupils will be used as the basis of contacting parents and others should an accident happen. A cascade list of Parent's contact numbers should also be given to the school office and also the named home contact for residential trips as prescribed in the Educational Visits Policy.

All trips, day or residential, must be organised within the school's normal guidelines. Further Information can be obtained from the Educational Visits Policy.

6. **Press**

All comments to the press and any press releases are to be handled by the Head. No one else is to comment at all and any such enquiries should be met with the answer: "the Head will be pleased to comment and you should address your comments to him". Or take the person's phone number and say the Head will get back to you as soon as he can – which he will. The message must be conveyed to the Head or his office as soon as possible orally and in writing – this is most important. If the Head is unavailable (possibly caught in the incident) then all press requests should be passed to the Chair of Governors. Journalists should not enter the school site unless with express permission and they will be requested to keep entrances clear. Staff guidelines regarding posting on social media will apply in such circumstances and are particularly relevant. The Head's PA should also be monitoring social media to be aware of postings/comments made

7. **Counselling**

Once the initial crisis is over the Head, with the SLT, will decide on how best to support all constituent parts of the school along with deciding on memorial services, provision of counselling etc.

Cascade List

The cascade list is for staff use only.