

Crisis Policy

Introduction

Other associated Academy documents:

-  Safeguarding and Student Welfare Policies
-  Risk Management Strategy
-  Health and Safety Policy

Aims and Objectives

-  To prevent / minimise the loss of life/injury to all students, staff and visitors
-  To swiftly inform emergency services and relevant organisations
-  To take control of the incident until the emergency services arrive, thus minimising stress and discomfort
-  To swiftly carry out measures to ensure actions by other following the original incident do not further damage the Academy, its students or staff
-  To fully support students and staff following an incident, so that they are able to return to fully participating in education at the Academy as soon as possible

Roles and Responsibilities

The Education Fellowship delegates all responsibility for the management of such incidents to the Headteacher.

The Headteacher will identify key members of staff, who will form an Emergency Management Team and the Headteacher will communicate the names, roles and responsibilities of this team to the whole Academy staff. The Headteacher will, at his/her discretion amend this team as appropriate to any situation.

IN THE EVENT OF A DEATH OF A STUDENT OR STAFF MEMBER, IT IS THE RESPONSIBILITY OF THE POLICE TO INFORM THE FAMILIES.

Position	Role
Headteacher	In overall control of the incident
Deputy	Responsible for the immediate management of the incident, under the direction of the Headteacher, this will involve liaising with Academy personnel, emergency services, council officers etc.
Deputy	Responsible for the immediate management of all students and staff, assisted by other managers.
Deputy Head	Acting as Deputy, will cover any of the above in event of any absence
Deputies, professional & Co-ordinator for External Agencies	Responsible for any required bereavement counselling
Business Managers	Under the direction of Headteacher will carry out all necessary tasks to ensure the smooth functioning of the team

Types of Emergency

In Academy

-  Accidents or deliberate acts of violence
-  Academy fire or explosion
-  A student or member of staff being taken hostage
-  Bomb or suspected bomb being discovered
-  Health: Medical Condition or Infectious Condition, e.g. Meningitis or Influenza
-  Serious gas or water leak
-  Death or serious injury of a student or members of staff

Off Site

-  The death of a student or member of staff either by accident or natural causes
-  Transport-related incident to students or staff which result in hospitalisation
-  Severe weather: snow, storms etc.
-  Terrorist act which results in injury or death

Preparation

In order to minimise the effect of any emergency, The Academy will thoroughly prepare to ensure that all emergencies are dealt with smoothly and efficiently, with the minimum of stress to students, staff and bystanders.

The establishment of an Emergency Management Team will be one of the first

steps to be taken. The Headteacher and key staff will participate in relevant training provided either by the DfE or by The Education Fellowship

In the development of this policy, the emergency planning section of Teachernet has been used extensively:

www.teachernet.gov.uk/emergencies/index.html

-  Our policy will support and be consistent with the relevant Local Authorities' emergency planning strategy
-  We will consult with all relevant services to ensure our policy is robust
-  We will carefully consider all possible scenarios and prepare comprehensive plans to resolve these issues

Implementation

The policy will be discussed with key staff who are nominated within the policy to ensure they are fully aware of their roles and responsibilities.

A staff meeting or part of a staff development session will be allocated to share this with all staff.

Training will be considered for appropriate staff, in relation to some of the main types of incident below, including bereavement counselling.

Support for staff and identification of ways of obtaining it will be considered.

The Business Manager will review and update the policy on a termly basis.

A central location will be identified to keep a hard copy of the policy and who should have access to the details of the policy and emergency contact details.

Associate staff will be nominated to access personal files, to ensure information is always up-to-date.

Current lists of contact phone numbers will be available in hard and electronic versions – both staff and student details.

The Headteacher and nominated staff to keep a copy of the current policy and all contact details at home, as emergencies sometimes happen when the Academy is not occupied.

All staff will be instructed not to give interviews or comments to the media.

We will ask staff to direct all media enquiries to the Deputy Chief Executive.

An emergency resource bag should be prepared and stored centrally which contains:

-  Copy of the Crisis Management Policy
-  Contact numbers for all students, staff and key organisations, Emergency Planning Team etc
-  List of students who have medical conditions
-  Emergency registers
-  A megaphone and spare batteries
-  First-aid kit and, if available, medication for students with medical conditions

This bag should be located in an accessible but secure cupboard marked 'Emergency Resource Bag'. Any member of the Emergency Management Team can request this bag by contacting a member of the Admin team (school hours) or caretaker (out of hours).

Communication

The importance of having clear lines of communication to all stakeholders and external agencies, including the media must not be underestimated.

It is the role of the Headteacher to ensure that staff and resources are allocated which allow information to be distributed without hindrance to all parties.

Land-line Telephony

It is likely that pressure will be placed on the Academy switchboard lines, which could hamper the ability of the Academy to receive and send information. The use of private direct line numbers for the Headteacher and key staff should be considered if not already in use. At least one private direct line should not go through the Academy switchboard, so that in the event of a power cut or switchboard malfunction the Headteacher can be contactable.

Mobile phones

In the event that the Academy may have to be evacuated, mobile phones and/or two way radios will be needed. It is advisable that all members of the

Emergency Management Team have mobile phones or two way radios, which are kept fully charged for emergencies. The numbers of the mobile phones and those of the private direct line should be entered into the memories of these phones, to ensure ease of contact.

Briefings

The Headteacher should consider providing scripts on a regular basis for Associate staff who are manning the switchboard.

In the event of an incident, information which will be posted on the staff notice board in the staffroom or emailed to keep staff updated.

The announcements page on the school website and emails will be used to keep staff up-to-date.

All members of the Emergency Management Team will have a list of each other's contact telephone numbers in order to meet the needs of the schools Crisis Management Policy. Team members are required to inform the Office Manager in the event of a change in contact details. The Office Manager will then notify the other members of the Emergency Management Team.

All information should be factual: time and location of incident; numbers of students and staff involved (no names); summary of action taken. Staff should not be drawn into speculation, just stick to the facts. Provide the time of next update.

All media coverage should be monitored for accuracy and any inaccuracies corrected.

Media should be placed in a room separated from students, staff and parents to manage media access to these groups.

Students' Mobile Phones

Students should be strongly discouraged from using personal mobile phones to ring parents or others.

Local Radio Stations

In the event of any emergency, we will make full use of local radio stations to communicate effectively with all families and other stakeholders.

Further information: www.bbc.co.uk/connectinginacrisis/index.shtml

Emergency Contact Tree (Appendix 3)

If the Academy cannot be opened for whatever reason, utility failure, severe weather, etc., an emergency cascade system should be used. Starting with the Headteacher at the top of the cascade, she/he communicates with the Deputy Headteacher(s) and Business Manager, who in turn will communicate a message as described in the attached Emergency Contact Tree (existing snow line should be used). In a very short time all members of staff will have received a clear message about the status of the Academy.

Policy Review

Responsibility for reviewing this policy rests with the Headteacher, who will consult with the School Business Manager and Health and Safety Committee to review this on her/his behalf, termly.

This policy will be reviewed annually in August and will be amended in line with current best practice and changes to DfE, HSE and Education Fellowship policies.

Guidance for Staff

Staff should be familiar with the Crisis Management Policy and in the event of an emergency:

-  Check the website for information and updates
-  Refer to information which will be posted on the staff notice board in the staffroom or emailed
-  Take note of instructions given out on the snow line/emergency contact tree
-  Attend any arranged briefing sessions

References – via website below

<http://www.education.gov.uk>

-  'Guidance on First Aid for Schools: A Good Practice Guide' DfE
-  'School Security: dealing with troublemakers' DfE
-  'Supporting pupils with medical needs' DfE and DoH
-  'A legal toolkit for schools' DCSF – can be downloaded from Teachernet site
-  'Fire Safety Guide' DfE

APPENDIX 1

IMMEDIATE TO LONG TERM TASKS IN THE EVENT OF AN EMERGENCY

- A. ACTION: IMMEDIATELY
- Obtain as much factual information about the state of the emergency
 - Alert the Headteacher; the Headteacher should alert the Deputy Chief Executive.
 - The Headteacher will activate the emergency management team.
 - Keep the DfE advisor fully informed in order that the department is aware and can respond.
- B. ACTION: WITHIN THE FIRST FEW HOURS
- Carry out a quick appreciation of the immediate responses required
 - Select and set up control arrangements to manage the incident and ensure students and staff in the Academy are safe
- C. ACTION: WITHIN HOURS
- Call a staff meeting to give information
 - Inform students in a sensitive way – in small groups if possible
 - Arrange a debriefing meeting for all staff involved in the incident
 - Arrange a debriefing meeting for all students involved in the incident
- D. ACTION: WITHIN THE NEXT FEW DAYS; IT COULD BE LONGER
- Facilitate support for high-risk students and staff
 - Attend / organise funerals, services, memorials
- E. ACTION: AS SOON AS POSSIBLE FOR AS LONG AS NECESSARY
- Decide and agree on a range of responses and support measures
 - These have the potential to run for several weeks or months
 - Refer affected students and staff to appropriate counselling

APPENDIX 2

ARSON

Prevention Strategy

The Academy completes a Fire Risk Assessment, which will include the possibility of Arson. This assessment forms part of the Staff induction and on-going training.

Fire Safety will be included in the curriculum as part of the PSHE course.

The Academy Behaviour Policy will support staff to carefully manage student access during lessons, at breaks and before/after Academy.

A comprehensive site security review will be completed on a yearly basis, or at a shorter time, if the situation dictates, due to changes in the building. This survey will control:

Unauthorised entry onto the Academy site will be minimised through the installation of appropriate signs, fencing and appropriate CCTV systems;

Unauthorised entry into the Academy buildings will be minimised by ensuring all doors, windows and skylights are secure, lighting, an effective intruder alarm system is fitted and prosecution-quality CCTV cameras and digital recording facilities are fitted where necessary.

Any new building work 'designs out' potentially vulnerable areas.

Procedures are applied to ensure that access to any combustible material is strictly limited.

Procedures to 'close-down' areas of the Academy are applied after Academy, each day as appropriate.

In line with Government advice, any instances of suspected arson will be reported to all parents, to inform and equally stress the dangers of Arson.

The Academy's Emergency Evacuation Procedure is applied and reviewed annually, with the assistance of the Fire & Rescue Service.

APPENDIX 3

EMERGENCY CONTACT TREE

