

Our Lady and St Joseph School

Crisis Management

Date	Review Date	Coordinator	Nominated Governor
15/07/2014	15/07/2015	Daniel Duncalf	Derek Vitali

We believe it is essential to have in place set procedures to deal with any incident occurring within or outside the school boundary that poses a risk or potential risk to the well being of the school community. We have a duty to ensure the safety of everyone within the school community.

Incidents may include abduction of a pupil, asbestos disturbance, bomb alert or explosion, break-in, chemical or biological contamination, fire, flu pandemic, illness or epidemic affecting staff or pupils, loss of access or accommodation, missing person, power failure, serious injury, severe weather, vandalism and violent intrusion.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and we will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school and to have in place set procedures to deal with the afore mentioned critical incidents.

We are aware that under the Civil Contingencies Act 2004 that in the event of an emergency the local authority has a duty to provide advice on how schools can recover and continue to function as normal. Therefore, after discussion with the Local Authority we have in place recovery plans for any such emergency.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Our Lady and St Joseph's school we recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

Our Lady and St Joseph School

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Aims

- To have in place set procedures to deal with incidents which threaten the health and safety of our pupils and school personnel.
- To work closely with the local authority.
- To work with other schools to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- in place a critical incident management team comprising of the Headteacher, the Chair of Governors, the Health and Safety Coordinator, members of the Senior Leadership Team, premises manager and school office manager;
- appointed the Headteacher to be the crisis manager;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher, the crisis management team and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- act as crisis manager and will lead the crisis management team;
- devise a crisis management plan;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Crisis Management Team

The crisis management team will take the lead in an emergency and will take the appropriate course of action.

Our Lady and St Joseph School

The crisis management team will:

- ensure each member will be allocated key tasks;
- keep detailed records of the incident which will be essential in any post-incident inquiry;
- immediately inform the emergency services, Local Authority and the Chair of Governors when an incident occurs;
- ensure that constant liaising with the emergency services, Local Authority and other agencies takes place;
- communicate effectively with parents, staff and pupils;
- ensure support from the Local Authority and other agencies will be offered to individuals affected by stress or emotional trauma;
- ensure that after an appropriate period normal routines will be established;
- review the effectiveness of the response to the incident in order to re-assess procedures and make appropriate improvements

Role of the Crisis Manager

The crisis manager will:

- lead the development of this policy throughout the school;
- periodically meet the crisis management team to discuss the crisis management plan and to update or revise accordingly;
- in the event of an emergency:
 - notify the crisis management team
 - establish and activate their roles
 - establish as much information about the incident as possible
 - assess any injuries to pupils and school personnel
 - assess any damage to the school building
 - assess school security procedures and the welfare and safeguarding of pupils and school personnel
 - notify parents of the temporary closure of the school
 - establish the duration of the crisis
 - liaise with the local authority, emergency services, health authority etc.
 - liaise with the media
 - provide counselling for pupils and school personnel
- organise simulation exercises for the crisis management team and the whole school;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Crisis Management Plan

The crisis management plan consists of:

Our Lady and St Joseph School

- Crisis Management Team Structure
- Roles and Responsibilities of the Crisis Management Team
- Role of School Personnel
- Emergency Plans
- Vital Records
- Emergency Contact List

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the crisis management team;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of the Senior Leadership Team

The Senior Leadership Team will:

- work closely with the Headteacher;
- provide resources to support this policy;
- monitor the progress and development of this policy;
- assess the impact of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- take part in simulation exercises;
- study the set procedures dealing with any critical incident as set out in the Staff Handbook;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will be aware of and comply with this policy.

Role of the School Council

The School Council will be involved in:

Our Lady and St Joseph School

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health & Safety	▪ Health & Safety - Responsibilities
▪ Risk Assessment	▪ Reporting of Injuries, Diseases and Dangerous Occurrences
▪ Medical & First Aid	▪ Accidents and Emergencies
▪ School Disaster Recovery Policy	▪ Asbestos

Our Lady and St Joseph School

▪ COSHH	▪ Communicable Diseases
▪ Vital School Records	▪

Headteacher:		Date:	
Chair of Governing Body:		Date:	