

RAMSEY MANOR LOWER SCHOOL
CRITICAL INCIDENT AND DISASTER RECOVERY PLAN

Ramsey Manor Lower School is a Values Education School where our Values underpin everything we do.
We are committed to safeguarding children and providing a safe and healthy environment for all to learn and grow.

STATUS:

DATE ADOPTED:

Policy agreed by staff: RS date: January 2019

Policy agreed by Governors: date: January 2019

Date of next review: March 2023 or as appropriate

Definition

In extreme cases, school incidents can occur which are of such a critical and over whelming nature, that they can result in staff, pupils and parents alike, experiencing acute and even prolonged distress.

A disaster can strike any school, large or small. If the incident is large enough, it will put the school out of action for a short or long period of time. Advance planning can limit the impact of the disaster.

Examples of critical incidents could be:

- A deliberate act of violence, such as the use of a knife or gun
- A school fire, flood or burglary. This could have serious data loss consequences if the data recovery plan is not in place.
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- The death of a pupil or member of staff through natural causes or accidents
- A transport-related incident involving pupils and/or members of staff
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In the event of a school related emergency the proposed arrangement is outlined here:

- I. Incident occurs – Alex Freaks or Robert Smith should be notified
- II. Alex Freaks or Robert Smith to ring:

LA Emergency Contact number 0300 3008193

This phone number is also the out of hours contact number and is on the Headteacher's office wall to the right of the laptop.

If the incident is a fire or bomb scare then trigger the alarm system

- Office Manager will call emergency services as appropriate
- Evacuate all pupils, staff and visitors and ensure everyone is accounted for and in a safe assembly point
- The Headteacher will be responsible for ensuring that events, decisions made and actions taken are recorded
- The Headteacher (or Deputy Head Teacher (if unavailable) will inform the SLT and the Chair of Governors (or Vice Chair if unavailable)

- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls by ensuring:
 - I. Sufficient help is available to answer telephone calls
 - II. Staff maintain records of all calls received
 - III. Brief, but up-to-date prepared statements are available to staff answering telephone calls. Staff answering the telephone will not elaborate.
 - IV. Media calls are directed to the LA's PR Officer
Staff answering the telephone will be reminded that some calls could be bogus

Related Documents

The following documents should be used in conjunction with this guidance:

- Health & Safety Policy
- Lockdown Policy
- School Closure Guidelines
- Bad weather guidance
- Educational Visits Policy

Reference should also be made to the school's own risk assessments