

School Incident Management Plan for The Grange

Name of school: The Grange School

Date of Policy: 23rd June 2011

Member(s) of staff Responsible: Mrs J Thomas

Review Date: June 2012

A. Responsibilities

1. The Headteacher carries the primary responsibility for implementing the procedures detailed in the Plan. In the absence of the Head Teacher, the following Assistant Headteacher Plan will cover:

Mr C Cox

In the event that he is also absent, the following member of the senior management/leadership team will cover:

Ms L Ward

2. The school's Educational Visits Co-ordinator is:

Mr K Dobson

3. The following member(s) of the senior management/leadership team and the governing body have responsibility for maintaining this Plan:

Premises Committee

B. Administrative support

4. A list of all pupils, staff and next of kin contact details is held on computer at the following on-site location:

The Grange School, Worcester Road, Harlescote Grange, Shrewsbury SY1 3LP

5. A back-up copy of the above list on disc is held at the following off-site location:

At the home address of Mrs J Thomas

At the home address of Mr C Cox

6. A hard copy of the above list is held at the following on-site location:

In the office of Mrs J Thomas

7. A back-up hard copy of the above list is held at the following off-site location:

At the home address of Mrs J Thomas

At the home address of Mr C Cox

8. An inventory of equipment is held at the following on-site location:

Head's PA and Finance and Personnel Office (Mrs L Beeston and Mrs A Hinks)

9. A copy of the above inventory is held at the following off-site location:

At the home address of Mrs A Hinks

C. School Incident Management Team

The following are members of the School Incident Management Team and their responsibilities and emergency contact numbers are as shown:

Name	Responsibilities	Emergency contact numbers logged in school
Mrs J M Thomas	Deal with incident	
Mr C Cox	Deputise for Head Teacher	
Mrs L Ward	Deputise for Head Teacher	
Mr K Dobson	Visits and Risk Assessment	
Mrs L Beeston	Communication and Information	

D. Staff with first aid qualifications

The following staff are qualified to administer first aid:

Name
Mrs J Etches-Everest
Miss R Evans
Mrs J Glover
Ms J Hemstock
Ms L Howells
Mrs J Hubbard
Mrs E Jones
Mrs C Pound
Miss L Williams

E. Actions to take in the event of a critical incident

Actions 1-7 are immediate but the order will be determined by the circumstances at the time. Use the incident log below to record actions taken, with a separate log of specific detailed actions, for example those which involve listing names and other details.

Action	Taken by	Time	Date
1. Ensure safety of all children and adults			
a) Contact emergency services as required.			
b) If off site, establish arrangements for uniting children, adults and staff with their families.			
c) Determine whether adults and staff involved in the incident are safe to drive or take public transport or whether they need collecting or transportation.			
2. Implement the School Incident Management Plan			
a) Person(s) with lead responsibility to be released from all duties.			
b) Collect School Incident Management Plan and contact numbers.			
c) Keep a separate log of all additional actions, times and dates			
d) Ensure independent telephone line (mobile or line in nearby building) available.			
e) Inform associated schools that could be directly affected by the incident.			
3. Obtain information about the incident and note with the log of additional actions			

Action	Taken by	Time	Date
4. Contact key people			
a) Office hours: Schools. Children & Families Communications Team at Guildhall: Emma Jane Ellison 01743 252841			
b) Out of office hours: SCC Emergency Planning Team: 0345 6789000 (can press 1 to be diverted to Out of Hours Emergency contact) 01743 254308			
5. Mobilise the school's Incident Management Team			
a) Brief the team			
c) Clarify tasks, make plans, assign roles			
c) Set up timetable of meetings to review management of incident (a senior LA officer may be present)			
6. Contact families of pupils, adults and staff involved in the incident			
a) Designate key members of staff to make contact.			
b) Ensure that persons making contact are fully briefed, with written guidance if necessary.			
c) Use the record of contacts to avoid confusion and distress through duplication of contacts and to ensure that no-one is missed out.			

Action	Taken by	Time	Date
d) Establish and offer useful telephone numbers, either for support or for more information, such as emergency disaster number of hospital.			
e) Check that families/parents are not left alone in distress; suggest that they make contact with other relatives or neighbours.			
f) Where appropriate, share the contact numbers of other families involved in the incident where they have given permission for this.			
g) Where appropriate, give advice to parents and families (in line with the County Council's media advice) on responding to contacts from the media.			
h) Where appropriate, give information about arrangements for uniting or putting in contact children, adults and staff with their parents/families.			
i) Where a parent or family cannot be contacted, consider asking the Police or another professional to visit the home.			
7. Brief staff, governors, pupils, parents, religious leaders and other members of the school community			
a) Contact and brief Chair of Governors; request that he or she inform all other governors.			
b) Hold briefing meetings for all teaching and non-teaching staff; consider setting up a schedule to keep staff informed and updated during the day.			

Action	Taken by	Time	Date
c) Issue a prepared statement for all parents (LA media office to advise on media coverage and response).			
d) Inform pupils in the most appropriate way. The LA's Trauma Support Team may assist.			
e) Identify pupils, adults and staff who are absent. Make appropriate arrangements for them to be briefed.			
Actions 8 – 11 refer to managing the school' response to the incident.			
8. Plan management of the incident			
a) Make contact with LA officer(s), the school's Incident Management Team and other professionals.			
b) Review plans, clarify tasks, assign roles and make further plans accordingly.			
c) Ensure that school and other agencies' actions area properly co-ordinated.			
d) Establish timetable of meetings to review the management of the incident.			
e) Clarify criteria for withdrawal of outside agencies at appropriate stage.			
f) Access further advice from the Emergency Services if required.			

Action	Taken by	Time	Date
9. Set up arrangements to deal with enquiries			
<p>a) At the earliest opportunity, and certainly before speaking to any representative of the media, contact the Council's Media Team Mr Simon Alton (Press and Public Relations Officer) 01743 252809 Ms Nikki Beardmore (Head of Communications) 01743 252134 Ms Laura Northwood (PR Team Leader) 01743 252348</p>			
<p>b) Ensure that all media contacts are either directed to, or dealt with, in line with advice from the Council's Media Team.</p>			
<p>c) Consider providing those answering the phone with a written statement as to what it is appropriate for them to say (see Action 7)</p>			
<p>d) Caution staff about talking to the media.</p>			
<p>e) Organise additional staff to deal with phone enquiries and people coming to the school as necessary.</p>			
<p>f) Designate separate areas for parents, media, staff and agencies managing the incident and others; avoid too many people in any one space.</p>			
<p>g) Ensure that an entry is made in the incident log of all important contacts.</p>			

Action	Taken by	Time	Date
10. Make arrangements to support children and adults			
a) Identify those children, adults and staff who are most likely to be in need of support.			
b) Arrange for school staff/support agencies, including the LA's Trauma Support Team to assist. Obtain consent from parents/carers if possible where outside agencies are involved.			
c) Ensure that pupils, adults, staff and parent/carers are aware of the support arrangements that the school is making and how these are accessed.			
d) Consider setting aside and staffing an appropriate area for children who are becoming too distressed to continue with their lessons.			
e) Consider setting aside and staffing an area for people coming into school who are distressed.			
f) In addition to the individuals directly affected, check the LA's guidance for a list of children and adults who are most likely to suffer distress as a consequence of an incident.			
g) Maintain normal school routines wherever possible.			
h) Consider holding staff meeting with support agencies to discuss appropriate management strategies for distressed children.			
i) Plan how to manage distress that may be cause by ongoing police/legal proceedings and media attention.			

Action	Taken by	Time	Date
j) Give children permission individually and collectively to discuss what has happened and their reactions.			
k) Consider putting on a special class session to give pupils information about the grieving process and to enable them to talk through their experiences.			
l) Plan appropriate support for staff to enable them to cope with children's questions and discussion/			
m) Ensure that all staff, including those co-ordinating the school's response, do not neglect their own need for support.			
n) Schedule staff co-ordinating the school's response to be 'off duty'.			
o) Ensure staff are alert to physical and/or emotional change or any other signals of distress among staff as well as children.			
p) Refer staff, adults and, with parental consent, children to outside agencies for support.			
11. Make arrangements for personal effects, registers and area(s) of the school affected.			
a) In discussion with parents/families, decide on what to do with the personal effects of the individuals who are critically ill, or who have died.			
b) Consider discussing with relevant class members what would be appropriate for work (including work as part of any displays) such as desks, books, or lockers belonging to individuals who have died or are critically ill.			

Action	Taken by	Time	Date
c) Make arrangements to adjust class registers, rotas and any other pupil listings accordingly.			
d) Make appropriate arrangements for the part of the school where the incident occurred.			
Actions 12 - 14 refer to the return to normality			
12. Make arrangements for expressions of sympathy and/or acknowledgement of what has happened.			
a) Make arrangements to express support/sympathy to families, children and adults who have been hurt or bereaved.			
b) Make arrangements to support the plans that the family may have for a memorial.			
c) Make plans for attendance at funerals. Find out if school representatives are welcome. Ensure that they feel able to cope with these tasks.			
d) Make arrangements for someone from school to visit the injured in hospital or the bereaved at home.			
e) Consider sending cards and messages from children and staff to children, adults and staff affected.			
f) Consider organising a special assembly/service to acknowledge collectively what has happened.			
g) Consider setting up a special area in the school where writing, art work or other mementos can be dedicated to individuals affected.			

13. Plan for the return to school of those involved in the incident			
a) Home visit by the appropriate member of staff to discuss arrangements for return (such as visits or part-time attendance).			
b) Planned support for emotional needs (such as how to cope with the comments and questions of other pupils or permission to remove themselves from lessons to go to an agreed place if they are becoming distressed).			
Action	Taken by	Time	Date
c) Support for possible physical needs (such as mobility difficulties, or disfigurements).			
d) Rota of home visits from school friends.			
e) Where appropriate, organise work to be sent home prior to return.			
f) Brief staff and children on how best to support individuals returning to school.			
g) Arrangements to differentiate work, for example: manage missed coursework; special arrangements for exams; also, adjust workloads for members of staff returning to school.			
14 Plan memorials and commemorations			
a) Consider an appropriate memorial, taking into account the wishes of those who were involved or bereaved (such as a special garden, tree, furniture, painting, sculpture, photograph, memorial prize).			

b) Seek advice on appeals and donations.			
c) Discuss how to mark anniversaries; for example, commemorative service/assembly, concert, display.			

Signed...I Walshaw..... on behalf of the Governing Body

Date.....23.6.11.....

Signed...J M Thomas..... on behalf of the School

Date...23.6.11.....

Checklist to ensure the school is ready to manage critical incidents

Responsibilities	In place	Action taken
The Headteacher carries the primary responsibility for implementing the procedures detailed in the Plan. In the absence of the Headteacher, the Deputy or Assistant Headteacher named in the School Incident Management Plan will cover.		
The school has a trained Educational Visits Co-ordinator.		
Health & Safety		
Our whole-school policies follow PAT health and safety standards, in addition to those available from subject-specific teaching bodies.		
The school follows the ECC standards on the testing and maintenance of equipment, fixtures and fittings, with annual testing in place and regular health and safety inspections undertaken and any potential dangers reported and dealt with.		
Training		
Appropriate training on the prevention, management and response to incidents has been identified, undertaken and reviewed.		
Administrative support		
A list of all pupils and staff, with next of kin contact details is held centrally at the school, both on computer and in hard copy, with back-up discs and additional hard copies held at an alternative site, with appropriate security for personal data.		
Attendance registers are completed promptly at the beginning of each morning and afternoon session and names of pupils who arrive late or leave early are recorded.		
An inventory of equipment is held on site and a second copy retained at an alternative site. It is regularly updated		
An effective signing-in and -out procedure applies to all visitors and volunteers.		
Emergency procedures cover all areas of the school site.		
Maintenance of the School Incident Management Plan		
The governing body and senior managers review and		

update the plan on a regular basis (at least annually).		
The plan and contact information are accessible both during and after school hours, on and off the school site.		
All school staff are aware of the plan and how it is initiated. New staff joining the school are informed of the arrangements during induction.		
A School Incident Critical Incident Management Team has been identified. Their emergency contact numbers are listed in the School Incident Management Plan.		
Arrangements for an independent outgoing telephone line are in place.		
Staff with First Aid Qualifications have been identified and are listed in the School Incident Management Plan		
Where feasible, arrangements are in place to share resources with neighbouring schools in the event of an incident.		