

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and has been adapted for use by Copleston High School.

<b>DEALING WITH A CRITICAL INCIDENT POLICY</b>	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	May 2023
Ratified by Copleston LGB	26.6.23
Date of next Review	Summer Term 2024
Responsible Officer	Head of School – Trenica King
Policy Number	ACR3

### **Definition of a Parent**

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

### **What is a critical incident?**

A critical incident can be defined as a sudden, unexpected and tragic event or sequence of events which causes trauma and confusion within a school community and which overwhelms its normal coping mechanism. It may affect pupils, staff, parents and governors, may relate directly to the safety of the school community or may involve an incident beyond the school premises.

As a critical incident is likely to have a severe impact upon the school, both in the short and long term, our aim is to ensure that school strategies and procedures are in place to protect the physical and emotional wellbeing of every member of Copleston High School. The Critical Incident Policy and Plan cannot cover every aspect of recovery from a critical incident. Occurrences may arise which cannot be foreseen or considered. The critical incident may occur during the school day, during the evening, during the school holidays or on a school trip.

It is important that the incident policy is easily understood and swings into action immediately.

**The following must be remembered in relation to the incident policy:**

- that it is followed as closely as possible;
- that designated personnel understand their tasks and are competent to carry them out;
- that other people do not take unilateral actions;
- that consideration and sensitivity is shown by all;
- that pupils, staff and parents are protected from press intrusion;
- that normal routines be resumed as soon as possible;
- there is a realisation that total recovery may take a long time.

#### **Aim of the policy**

1. To maintain a duty of care
  2. To minimise educational and administrative disruption within school
  3. To enable normal working to be resumed in the shortest possible time
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**POLICY FOR INVESTIGATING CRITICAL INCIDENTS**

<p><b>Stage 1</b></p>	<p><u>Safety</u> Ensure the safety of all involved.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Stage 2</b></p>	<p><u>Medical help and contacting parents</u></p>	<p>Member of Year Team to contact parents as follow up</p> <p>Emergency Services contacted Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Parents contacted Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Inform parents if restraint has been used in accordance with Restraint Policy</p> <p><u>Description of injuries</u></p>
<p><b>Stage 3</b></p>	<p><u>Appointing Investigating Director</u></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Police Ref. Number: _____</p>

<b>Stage 4</b>	<p><u>Incident form</u></p> <pre> graph TD     Q1{Was student hospitalised?}     A1[Contact B Savage. Incident Form to be sent to Safetyboss within 24 hours. If BS absent, Investigating Director to organise.]     A2[Investigating director to inform LOL – other agencies to be involved?]     Q1 -- Yes --&gt; A1     Q1 -- No --&gt; A2     A1 --&gt; A2   </pre>	<p><u>Incident form completed and sent to Safetyboss including Student accounts</u></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>Agencies contacted</u></p>
<b>Stage 5</b>	<p><u>Statements</u></p> <pre> graph TD     Q2{Have students written their reports of incidents?}     A3[Investigating director to read statements, apply appropriate sanctions seeking LA/Safetyboss advice (if appropriate) and contact families of students involved.]     A4[Investigating director to organise collection of statements in next 24 hours]     Q2 -- Yes --&gt; A3     Q2 -- No --&gt; A4     A4 --&gt; A3   </pre>	<p><u>Statements collected</u></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Summary of action taken</p>
<b>Stage 6</b>	<p><u>Courtesy calls + Additional Support</u></p> <p><input type="checkbox"/> Victim – family contacted 24 hours later for update.</p> <p><input type="checkbox"/> Stone King (Legal Representative) contacted for further advice, if required.</p> <p><input type="checkbox"/> In school support to include SEN/EMAG etc.</p>	
<b>Stage 7</b>	<p>Any further actions required.</p>	