

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

DEALING WITH A CRITICAL INCIDENT POLICY	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	May 2019
Ratified by Copleston LGB	1.7.2019
Date of next Review	Summer Term 2020
Responsible Officer	Head of MAT Standards – Mr D East
Policy Number	CH3

DEALING WITH A CRITICAL INCIDENT POLICY

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>Stage 1</p>	<p><u>Safety</u> Ensure the safety of all involved.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Stage 2</p>	<p><u>Medical help and contacting parents</u></p> <pre> graph TD A{Is medical help needed?} -- Yes --> B[Ensure student is assessed by a First Aider unless it is deemed by the adult in authority that immediate attention is required by the emergency services] A -- No --> C[Sickbay to ring for ambulance and contact parents] B --> D{Emergency services required?} D -- Yes --> E[Sickbay to ring for ambulance and contact parents] D -- No --> F[Sickbay (or responsible adult if away from school premises) to contact parents] C --> G[Member of Year Team to contact parents as follow up] E --> G F --> G </pre>	<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>Stage 3</p>	<p><u>Appointing Investigating Director</u></p> <pre> graph TD A{Is the Principal or Vice-Principal in school?} -- Yes --> B[Inform of incident] A -- No --> C[Inform SMT link or HoY] B --> D[Vice Principal or SMT to decide on investigating director (ID)] C --> D D --> E{Emergency Services are contacted by school or parent(s)} E --> F[Ring 101 - record incident number if given] </pre>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Police Ref. Number: _____</p>

Stage 4	<p><u>Incident form</u></p> <pre> graph TD A{Was student hospitalised?} -- Yes --> B[Contact B Savage. Incident Form to be sent to Safetyboss within 24 hours. If BS absent, Investigating Director to organise.] A -- No --> C[Investigating director to inform HOY – other agencies to be involved?] B --> C </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>
Stage 5	<p><u>Statements</u></p> <pre> graph TD A{Have students written their reports of incidents?} -- Yes --> B[Investigating director to read statements, apply appropriate sanctions seeking LA/Safetyboss advice (if appropriate) and contact families of students involved.] A -- No --> C[Investigating director to organise collection of statements in next 24 hours] C --> B </pre>	<p>Statements collected</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Summary of action taken</p>
Stage 6	<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>	
Stage 7	<p>Any further actions required.</p>	