

## STROUD SCHOOL: CRITICAL INCIDENT POLICY & PROCEDURES

This policy is applicable to pupils and staff in all parts of the school including those in the EYFS

### Aim

This policy is designed to outline the system and sequence of actions that should take place in the event of a critical incident. This document assumes that the critical incident is an accident involving injury or loss of life. The principal elements would also apply to other scenarios. A critical incident could include flu pandemic, bomb alert, fire, flooding/high winds/storm, major incident on a school trip, major incident on way to/from school, serious intruder on school site, major failure of power to school, serious incident in classroom, serious incident with member of staff (injury/death), serious incident with student (injury/death), a serious scandal involving pupils or staff, transport/bus incident, winter weather closure.

Contents	Page
Initial action following notification of a critical incident	2
Table 1 – Roles and responsibilities	3
Table 2 – Possible actions	4
Appendix 1 - Form for gathering information in the event of a critical incident	6
Appendix 2 - CIMT Record of Meetings	7
Appendix 3 - CIMT Chair Prompt Checklist	8
Appendix 4 – Core communication provision (including Evolve)	9 – 10
Appendix 5 – CIMT on-going checklist	11
Appendix 6 - Log of Actions/Events (and record of financial expenses)	12
Appendix 7 - Liaison with Emergency and Specialist Public Services	13
Appendix 8 - Critical Functions Disrupted	14- 15
Appendix 9 – Managing Staff Welfare	16
Appendix 10 - Fatalities and Injuries Checklist	17
Appendix 11 – Examples for media response	18
Appendix 12 - Invocation of External Specialist Services	19
Appendix 13– Lockdown Procedure	20
<b>Appendix 14 - In the event of a pupil death</b>	21

**Following notification of a critical incident:**

Information about what has happened should be collated and copies passed to the Head and Deputy Heads as soon as possible.

- Name of caller
- Location of caller
- Contact details of caller
- Date and time of call
- Nature of incident
- What has happened?
- Who is involved?
- Location of incident?
- Timeline of incident?
- Name and contact of adults at the incident site
- Extent of injuries, if any – numbers and names
- Details and location of injured (details of adults present)
- Details and location of uninjured (details of adults present)
- Is help required from the School?
- Who has been informed?
- Emergency services on scene?
- Police incident number?
- What has been said?

**The above information can be recorded using Appendix 1**

The Head, or in his absence the Deputy Head (Academic)/ (Pastoral), will gather the Senior Management Team (SLT) and the Head's PA. Others may also be called, depending on the nature of the incident. This group will be called the Critical Incident Management Team (CIMT).

- Information regarding the incident will be shared.
- Confirm location of Operations Room (Ops Room). Default location is the Head's Office.
- Roles and responsibilities will be agreed.
- Actions considered and prioritised.
- Time and venue of next meeting is agreed.
- The Headmaster of King Edward VI School will be informed as soon as possible.

See Table 1 on page 3 for roles and responsibilities

See Table 2 on page 4 for possible actions

**Note:** All actions are to be reported to the person responsible for Log maintenance.

All CIMT members should carry photo identification with them at all times during a critical incident and be prepared to show it to security or local authorities.

All CIMT members are reminded not to make any statements to the media, unless authorised by the Head to do so.

**Table 1 - Roles and responsibilities**

Role	Individual i/c	In his/her absence	Responsibilities	Location of individual i/c	Appendix	Appendix when in recovery phase
Chair of CIMT	Head	Deputy Head Academic/ Pastoral Chair of Governors (Stroud Sub-Committee)	Chair and log meetings of CIMT and set strategy. Media communications. Initial contact with the Chair of Governors	Head's Office	Various	13
CIMT Operations Manager	Deputy Head Academic/ Pastoral	Deputy Head Academic/ Pastoral	Operational management of incident. May chair initial meeting whilst the Head manages the press statement. Co-ordination of external bodies.	Ops Room	Various	13
CIMT Operations assistance	Deputy Head Academic/ Pastoral	Assistant Head (Events and Operations)	Supporting CIMT Operations Manager.	Ops Room	Various	13
Bursarial	Bursar	Finance Manger	Contact point for Chair of Governors and Stroud. Insurance company. Maintain open communications with external facilities. Organisation of catering support. Development of Business Continuity Plan when needed (Facilities, People, Data)	Bursar's Office	Various	13, 14
Facilities	Operations Manager	Director of Operations	Set up operations room. Ensure that the school site is secure – reported to the Head/ Senior Deputy Head who will cascade to SMT. Prepare and manage transport issues. Coordinate facilities and facilities staff	Ops Room	Various	13
Communications	Assistant Head (Events and Operations)	Head's PA Network Manager	Core communication provision.	Ops Room	3,4,9	13
Staff support and cover	Assistant Head (Events and Operations)	Deputy Head (Academic) with Head's PA	Co-ordinate staff cover. Co-ordinate staff support and information stream.	Assistant Head office	Various	13
Log Maintenance	Head's PA	Member of secretarial team	Maintains log of incident and actions. All CIMT to report actions to this individual.	Ops Room	2,7	13
PA to Chair of CIMT	Head's PA	Member of secretarial team	Organisation of additional staffing to man telephone lines, if necessary. Filter for all media calls to Chair of CIMT	HM PA Office	11	13
Welfare	Deputy Head Pastoral	SENCO	Co-ordination of welfare team, to include Heads of Year, School Counsellor, School Nurses and School Chaplain. Counselling of distressed parents and pupils.	Ops Room until Welfare team gathered. ASD	10	13
	SENCO		Assistance with any aspect of response to incident, as directed by CIMT Operations Manager.	Ops Room	various	13

**Table 2 - Possible actions**

Action	Person responsible
1. Decide on immediate action to be taken	
<ul style="list-style-type: none"> <li>• Do we have all information listed on Appendix 1?</li> </ul>	
<ul style="list-style-type: none"> <li>• Further information to be gathered?</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact with emergency services needed?</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact with staff at incident?</li> </ul>	
<ul style="list-style-type: none"> <li>• Staff to travel to scene of incident?</li> </ul>	
<ul style="list-style-type: none"> <li>• Practical help arranged at scene of incident?</li> </ul>	
<ul style="list-style-type: none"> <li>• Make arrangements to transport pupils/staff back to Stroud?</li> </ul>	
<ul style="list-style-type: none"> <li>• Evacuate /cordon off areas of site?</li> </ul>	
<ul style="list-style-type: none"> <li>• Set up emergency medical area?</li> </ul>	
<ul style="list-style-type: none"> <li>• Do we know why incident occurred?</li> </ul>	
2. Contact to be made with additional staff to assist CIMT.	
3. Inform Chair of Governors and others on Governing Body where appropriate.	
4. Consider implications for KES and any action we need to take, including communication with staff/parent body.	
5. Consulting professional bodies (e.g. HMC, SHA, ATL, Local LEA, Public Health etc.) on any matters of uncertainty.	
6. Contact plan for families whose children are involved and families of any teachers involved (in consultation with police and other third parties, where appropriate). Include real offers of help e.g. "Can we drive you to ....."	
7. Appropriate message prepared for telephone answerphone OR standard response prepared for those answering phones.	

8. Check Social media for any discussions.	
9. Be ready to deal with the media. If not forthcoming control the press by sending a statement to the media once the incident has been resolved. Ask any journalist their name, contact details and the name of their news editor.	
10. Prepare for families or other parties who may visit the School.	
11. Make arrangements for informing other parents.	
12. Inform the pastoral staff of any pupils involved and inform the Chaplain, Matrons and School Counsellor.	
13. Inform teaching and non-teaching staff.	
14. Inform pupils.	
15. Inform the rest of the Governing Body (by established cascade system).	
16. Encourage those involved to talk.	
17. Develop a plan for handling the feelings and reactions of people.	
18. Anticipate further media interest.	
19. Appropriate filtering of information coming in so that fact is separated from conjecture.	
20. Continue or re-establish normal routines quickly and maintain the normal school day.	
21. Be ready to assist and support pupils or staff who rejoin the School after an absence following an incident.	

**Appendix 1 - Form for gathering information in the event of a critical incident (Pink)**

**A photocopy of this document must be given to the Head and the Deputy Heads as soon as possible.**

**Key questions**

1. Name of caller	
2. Location of caller	
3. Contact details of caller  e.g. phone (mobile and land line) email fax	
4. Date and time of call	
5. Nature of incident a. What has happened?  b. Who is involved?  c. Location of incident?  d. Timeline of incident?  e. Name and contact of adults at the incident site  f. Extent of injuries, if any – numbers and names  g. Details and location of injured (details of adults present)  h. Details and location of uninjured (details of adults present)  i. Is help required from the School?  j. Who has been informed? i. Emergency services on scene?  ii. Police incident number?	
6. What has been said?	

**Blank copies to be held by all PAs, secretaries and members of SMT**

Team Record of Meetings (and background summary)			
Incident:		Incident Code:	
To be maintained by the Chair of CIMT or a person so assigned by the Chair. This record is a summary only.			
Date/Time/Attendees	Purpose	Outcome Summary	Notes

### Appendix 3 - CIMT Chair Prompt Checklist

	Item	Remarks
1	<b>Situation Report</b>	Review of: Who What Where When Why  What are the Outcomes: Fatalities and Injuries Report (See Appendix 12)  Property: Damage, repair time etc  What are we doing about it and what have we been asked to do to assist?
2	<b>Liaison &amp; Communication</b>	Has Liaison/Communication been established with (if appropriate): <ul style="list-style-type: none"> <li>• Emergency Services (<i>This liaison will be on-going and not just initial contact</i>)</li> <li>• Staff and Students and Next of Kin</li> <li>• Suppliers &amp; Contractors</li> <li>• Have we checked for social media discussions?</li> <li>• Other</li> </ul>
3	<b>Resources &amp; Facilities</b>	Brief Inventory of what resources are available for area affected  Where resources have been lost/damaged, what is required in order to continue and/or recover key functions.
4	<b>Media Update &amp; Plan</b>	What advice has been received from Communications?
5	<b>Other Updates</b>	Overview of current situation within: <ul style="list-style-type: none"> <li>• School</li> <li>• Risk Assessment data 'seized' and held as evidence/checked</li> <li>• Where are Staff who are involved? Both directly and indirectly</li> <li>• Where are students who are involved?</li> <li>• What are they doing?</li> <li>• Future Plans?</li> <li>• Likely Effects?</li> </ul>
6	<b>Financial Issues</b>	Authorised expenditure (See Log of Actions/Events, Appendix 8)
7	<b>The Way Forward</b>	
8	<b>Date &amp; Times Of Future Meetings</b>	Next review update. Meetings could form part of the CIMT response and may be held hourly in the initial stages. (See CIMT Record of Meetings template, Appendix 2)



**A. iSAMs messaging and email:**

**SENDING AN URGENT / EMERGENCY MESSAGE FROM iSAMS – Pupils**

- Logon to iSAMS
- Select Pupil Management option from the left hand menu
- Select Pupil Manager module

**1. SENDING AN EMAIL**

**To send a message to a group of pupils/parents or all pupils/parents (Basic Search)**

- Select the required group of pupils from the Custom Search (Basic Search tab) screen & click on “search”
- A list of the selected pupils is displayed – ensure that if there are more than 25 pupils in the group that the Page Size = All [P/S – ALL]
- Select all pupils by clicking in the box to the left of the Pupil’s Name title
- The pupil details will then be highlighted in blue and you can access the “Selected Pupils” drop down menu (now highlighted in pink)
- Select the “Email Wizard” option.
- The Recipients Screen will be displayed. Select the appropriate email recipients e.g. if sending to pupils select “Selected pupils” and/or if to parents “Contacts for the selected pupils”
- Select the appropriate “Relation Type”. An overview of selected contacts will be displayed. Those that do not have a ticked box do not have an email address assigned to their contact.
- The Wizard Complete dialogue box is displayed. Click on “Yes” if you are happy with your choices.
- Within the Message tab, enter the email subject and content. Emails can be personalised using the “Select” drop down lists, if needed.
- A list of all recipients can be viewed in the “Recipients” tab.
- To add either CC or BCC email addresses, go to the Options tab and add appropriate email addresses. Change the sender name to Stroud School. Email priority can be changed to “High” if required.
- Click on “Send E-Mail” icon to send the email.

**To send a message to all pupils/parents of pupils in a teaching set, go to ‘Pupil Manager’ (Academic Search)**

- Select the required group of pupils from the Custom Search (Academic tab) screen & click on “search”
- *Follow the same procedure as above*

**2. SENDING AN SMS (TEXT) MESSAGE**

**To send a message to a group of pupils/parents or all pupils/parents (Basic Search):**

- Select the required group of pupils from the Custom Search (Basic Search tab) screen & click on “search”
- A list of the selected pupils is displayed – ensure that if there are more than 25 pupils in the group that the Page Size = All [P/S – ALL]
- Select all pupils by clicking in the box to the left of the Pupil’s Name title
- The pupil details will then be highlighted in blue and you can access the “Selected Pupils” drop down menu (now highlighted in pink)
- Select the “Create SMS” option
- The SMS Preview screen will be displayed
- Select the appropriate SMS recipients; e.g. if sending to pupils select “Included selected pupils” or if to parents make sure all the appropriate parent type contacts are selected
- Enter the SMS message and click on “Send SMS”

**To send a message to all pupils/parents of pupils in a Teaching Set (Academic Search):**

- Select the required group of pupils from the Custom Search (Academic tab) screen & click on “search”
- *Follow the same procedure as above*

**To send a message to all pupils/parents of pupils in a Sports Team (Custom Group Search):**

- Select the required group of pupils from the Custom Search (Custom Group Search tab) screen & click on “search”
- *Follow the same procedure as above*

**To send a message to all pupils/parents of pupils on a Trip (Activities Search):**

- Select the required group of pupils from the Custom Search (Activities Search tab) screen & click on “search”
- *Follow the same procedure as above*

<b>B. Website</b>
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The front page of the School site would be amended with a single announcement linking to pages with further information.

**WEBSITE INFORMATION**

*You will appreciate that at the current time we are receiving a large volume of requests for information. We will be posting further information and contact details on this website as soon as possible.*

## Appendix 5 – CIMT on-going checklist

Additional checklist for the CIMT to enable them to gauge the impact of the incident and to report back to the CIMT Chair.

	<b>Subject</b>	<b>Remarks</b>
<b>1</b>	<b>Personnel</b>	Any casualties (families aware?) Current locations Loss of expertise
<b>2</b>	<b>Property</b>	Scale of damage Estimated time until useable Alternative requirements
<b>3</b>	<b>Equipment</b>	Equipment loss (general) Any key equipment (essential)
<b>4</b>	<b>Business Functions</b>	Which critical functions are affected or at risk?
<b>5</b>	<b>Current Involvement</b>	What resources are assisting with the incident and with whom?
<b>6</b>	<b>Impact Assessment</b>	What is your assessment of the impact of the incident on your functional area? Reduced service delivery due to? Effects on suppliers and contractors?
<b>7</b>	<b>Areas of Concern</b>	Staff level Work place Key equipment Recovery timelines and inter-dependencies

**Appendix 6 - Log of Actions/Events (and record of financial expenses)**

(Yellow)

The person responsible for Log Maintenance is responsible for ensuring this log is accurate and current. The record of financial expenses could be a separate record, detailing product/service purchased, date, reason and authorisation. For financial expenditure, need to identify accounts to access, authorised signatories and limit of funding from account(s) identified.

<b>CIMT Log of Actions/Events (and record of financial expenses)</b>			
<b>Incident:</b>		<b>Incident Code:</b>	
<b>Date + 24 Hour Clock</b>	<b>Decisions/Action/Notes</b>	<b>Outcomes/Notes</b>	<b>Staff Name co-ordinating/ responsible</b>

## Appendix 7 - Liaison with Emergency and Specialist Public Services

Service	Contact Name/Address	Phone/Email
Police	N/A	<b>999</b> Emergency <b>101</b> Non-emergency
Fire	N/A	<b>999</b>
Ambulance	N/A	<b>999</b>
Foreign & Commonwealth Office	<a href="http://www.fco.gov.uk">www.fco.gov.uk</a> TravelAdvicePublicEnquiries@fco.gov.uk	<b>020 7008 1500 (info)</b> <b>0845 8502829 (travel advice – 24/7)</b>
Public Health England	<a href="mailto:enquiries@phe.gov.uk">mailto:enquiries@phe.gov.uk</a>	<b>020 7654 8000</b>
Health & Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	<b>0845 300 9923 to report OOH 0151 922 9235</b>
Environment Agency Health	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	<b>03708 506 506 (enquiries)</b> <b>0800 807060 (24hr incident hot line)</b>
Environment Agency Flood Line	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	<b>0845 988 1188 (24hr)</b>
Electric	SSE Power Distribution <a href="http://www.ssepd.co.uk/">http://www.ssepd.co.uk/</a>	<b>In an emergency contact Southern Electric</b>  <b>0800 072 0782</b>
Water	Provided by Southern Water	<b>0330 303 0368 (Problems)</b> <b>0800 820999 (Leakline)</b>
Telecoms – JG Communication Services	1 Abbeyfields Close Southampton	<b>02380 454455</b>
Gas	Provided by Calor Gas	<b>03457444999</b>
Fire Alarm	Premier Fire	<b>01794339999</b>
Structural Engineer	RJ Watkinson and partners Ltd 12 High Street, Lyndhurst S043 7BD.	<a href="mailto:mwharf@rjwatkinson.co.uk">mwharf@rjwatkinson.co.uk</a> <b>023 8028 3794</b>
Building Surveyor	Matt Clive, Capita 3rd Floor One Guildhall Square Above Bar Street Southampton SO14 7FP	<b>M +44(0)7776 161713</b> <b>D +44 (0)23 8021 6172</b> <a href="mailto:Matt.Clive@capita.co.uk">Matt.Clive@capita.co.uk</a>

## Appendix 8- Critical Functions Disrupted

The list here details critical category only.

The priority of work will vary depending upon the type of incident and the areas affected. The following list is a guide for the types of recovery work required, dependent upon the type of incident, and is not offered in any particular sequence.

<b>Students</b>	<p><b>Maintenance of services to students</b></p> <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Exams and assessments</li> <li>• Other e.g. catering, heating, lighting</li> </ul>
<b>Personnel</b>	<p><b><u>Loss of Staff</u></b></p> <p><b>Temporary absence</b></p> <ul style="list-style-type: none"> <li>• Maintain critical function/activities with primary or alternative staff</li> <li>• Request temporary resources from other service areas</li> <li>• Temporary contracts of employment</li> <li>• Outsource as necessary</li> </ul> <p><b>Permanent Loss</b></p> <ul style="list-style-type: none"> <li>• Recruit through HR</li> </ul>
<b>Facility</b>	<p><b><u>Damage to Property</u></b></p> <p><b>Temporary exclusion of the site</b></p> <ul style="list-style-type: none"> <li>• Security of site</li> <li>• Structural assessment</li> <li>• Damage assessment (consideration to be given to both insurance and risk)</li> <li>• Salvage strategy</li> <li>• Document recovery</li> <li>• Cleaning and restoration of facility</li> </ul> <p><b>Permanent exclusion of the site</b></p> <ul style="list-style-type: none"> <li>• Alternative sites meeting requirements</li> <li>• Site acquisition</li> <li>• Communications</li> <li>• Health &amp; Safety</li> </ul>
<b>Data</b>	<p><b><u>Loss of Data</u></b></p> <p><b>Electronic</b></p> <ul style="list-style-type: none"> <li>• Alternative means of retrieval</li> <li>• Assess the impact and inform those in need of information (students/customer)</li> <li>• Specialist system recovery (from stand-alone systems)</li> </ul> <p><b>Physical (Documents, Manuals, etc)</b></p> <ul style="list-style-type: none"> <li>• Specialist salvage and recovery if applicable</li> <li>• Obtain duplicated copies of work where available</li> <li>• Assess impact and inform those who require information</li> </ul>

Continued on next page

<b>Equipment</b>	<p><b><u>Equipment</u></b></p> <p><b>Standard (Tables, Chairs, Cabinets, Workstations, Phones)</b></p> <ul style="list-style-type: none"> <li>• Can any be salvaged</li> <li>• Redistribution of surplus equipment</li> <li>• Resource through other directorates where possible</li> <li>• Acquisition of new equipment (preferred suppliers)</li> </ul> <p><b>Specialist Equipment</b></p> <ul style="list-style-type: none"> <li>• Specialist salvage contracts</li> <li>• Alternative internal resources identified and checked for suitable safe working practices</li> <li>• Short-term hire agreements</li> <li>• Outsourcing arrangements recognised appropriately and activated to support recovery phase</li> <li>• Purchase new</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• All welfare fund activity will be controlled and co-ordinated through the Bursar</li> <li>• Contingency funds are managed through channels identified and agreed, authorised expenditure verified by the Bursar in consultation with the Head, Chair of Governors and Chair of the Finance Committee, as appropriate.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Memorial/Remembrance Service co-ordination recognised and undertaken by the School Chaplain, or person so nominated by the Head.</li> </ul>

## Appendix 9 – Managing Staff Welfare

- **Pay and Allowances.** If required, guidance to be drafted for all Line Managers regarding arrangements to be adopted to reimburse staff who have had to work outside normal hours and/or have carried out work of a 'distressing nature'.
- **Working Hours.** Line Managers to ensure they monitor and manage all staff hours to comply with Health and Safety legislation and sustainability of staff.
- **Physical and Mental Well-Being.** Stress and Trauma can affect people in different ways. Signs and symptoms in the table below outline *some of the traits* that *may* manifest themselves in staff both during an incident and recovery from that incident: (The traits should be seen in context and not necessarily assumed to directly result from an incident or its recovery).

The Emotional Symptoms	The Physical Symptoms	The Behavioural Symptoms
Anxiety Nervousness Worry Depression Anger Irritability Guilt Moodiness A loss of enjoyment in life Loneliness Feeling tearful Loss of humour Loss of confidence Isolation	Feeling restless Feeling uptight Feeling jumpy High blood pressure Palpitations Muscle tensions in the neck and back Headaches Poor sleep Fatigue A lack of energy Pain Dry mouth Weakness Dizziness Trembling Grinding of the teeth A frequent need to pass water. Diarrhoea and constipation Butterflies in the stomach A loss or increase in appetite Ringing in the ears Cramp	Impatience Impulsiveness Hyperactivity Short temper Aggressiveness Becoming accident-prone Avoiding difficult situations An increase in smoking The use of prescribed drugs The use of illegal drugs Alcohol abuse Absenteeism Poor work performance Being uncooperative Overworking Compulsion and obsessions.



**Appendix 10 - Fatalities and Injuries Checklist (and background summary)**

(Blue)

**The CIMT Operations Manager is responsible for ensuring that this list is accurate and current.**

Access to the checklist would normally be restricted to the CIMT.

Initial notification of fatality to next-of-kin is usually conducted by police in this country.

Staff must take care only to record information that can be verified as factually accurate.

<b>Fatalities and Injuries Checklist</b>						
<b>Incident inc. code:</b>			<b>Name of staff member co-ordinating:</b>			
<b>Name of person involved</b>	<b>Nature of injury or record fatality</b> (Ensure data is verified)	<b>Current Location</b> e.g. Hospital/Home	<b>Home Contact Details</b>	<b>Next-of-kin Advised?</b> Yes/No/Not known Recorded here and updated	<b>Notes inc. source of information</b>	<b>Initials of person recording and date/time</b>

## **Appendix 11 – Examples for media response**

In dealing with the media (a statement or a phone interview) remember to include the three Cs (Care, Control and commitment). In an interview always return to one of these Cs and never get drawn in to commenting beyond your statement. Never respond with 'no comment'.

### **Press statement in the event of a pupil problem**

Although it is not the policy of the Governors to discuss the private circumstances of pupils or their families, we can confirm that an incident took place (involving the possession of an illegal substance / bullying, etc.). The matter has been investigated and will be resolved in accordance with our internal procedures.

### **Press statement in the event of the death of a student**

We have recently been informed that X's has been confirmed to have been found at .... This is a terrible tragedy for the family and for the whole School community. Our prayers and thoughts are with the family and all of those affected at Stroud.

X was x years old and in Year X. He/she was a very able boy/girl and one noted for his/ her personality, strength of character and wide range of interests. He/she is going to be very much missed by all at the School.

After consultation with the family, appropriate arrangements will be made for a memorial service at the School to be led by our chaplain.

### **Press statement if a member of staff is subject to criminal proceedings**

We note that an employee of the School has been given a custodial sentence / fined / cautioned for offences committed relating to X.

There does not appear to be any evidence of any of the alleged offences having taken place at School and no pupils are involved. Or A thorough investigation has been conducted and appropriate disciplinary action has already been taken. However, this has inevitably been a most difficult episode for Stroud and we were sorry to lose an experienced governor / teacher / member of the NTS who had made a considerable contribution to the School over a number of years.

### **Press statement in the event of staff death**

We were deeply saddened to hear of the tragic death of XX. He/she gave great service to the School as a governor/teacher/member of the NTS and his/her energy, commitment and professional expertise were very much valued. Our sympathy and prayers extend to his/her family at this very difficult time.

### **Press statement in the event of a staff problem**

You may have heard that a much respected member of the teaching staff, Mr/Mrs. X has been charged by the police with X. He/she was suspended, without prejudice, immediately after we were informed by the police that they were investigating this matter.

There does not appear to be any evidence of any of the alleged offences having taken place at School and no pupils are involved. Or A thorough investigation has been conducted and appropriate disciplinary action has already been taken. However, this has inevitably been a most difficult episode for Stroud and we were sorry to lose an experienced teacher/member of the NTS who had made a considerable contribution to the School over a number of years. The School does not condone such behaviour and, if proven, this will result in the dismissal of/ serious disciplinary consequences for the member of staff involved.

We have asked our staff and pupils not to comment on this affair and view speculation as unhelpful and likely to compromise any legal proceedings that may take place. We will keep you informed about any further developments.

**Appendix 12- Invocation of External Specialist Services (and background summary)**

Recovery Phase Invocation of Specialist Service						
Incident:			Incident Code:			
To be completed, for example, by the managers responsible for the maintenance of critical activities / functions where specialist support invoked. Each manager responsible to retain and maintain a separate form						
Incident:		Code Name:		Date:		
Date/ Time	Specialist Service	Reason for invocation	Any costs (approx.) £	Authorised By Signature	Finance log updated by:	Events log updated by:

## Appendix 13

### Lock down procedure.

**The school will be alerted to a lockdown situation by a sounding of the school bell. (Intermittent sounding every 2 seconds: on 2 secs, off 2 secs.... and so on.)**

**SLT / SMT – incident meeting. Depending on circumstances, commence critical incident procedure.**

**Reception** – call emergency services – after confirmation of the nature of the incident; and, lock entrance doors to house and print attendance registers. Reception to contact Early Years / sports hall / riding/ forest school (areas with no school bell). Grounds team to assist if necessary.

### **Teaching staff**

- Remain with your class.
- Lock any outside doors/ shut windows if applicable.
- Register children, and inform reception via email/ text a list of which children are in class.
- Await further instruction via email/ text.
- Switch phones to silent, and keep outward communication to only essential information if requested by SLT/ SMT
- Children to be directed NOT to use ipads or communicate with home via email.
- Teaching staff not teaching to return to own class room or assist with another class.
- Peripatetic staff to go to H5 or nearest safe building.
- Children and staff in the Pod to relocate to the pod resource room/ pod entrance hall area.
- EYS/KS1/KS2/Pod/Sports hall, Staff to secure doors.
- PE on field - move to sports hall
- Forest school / Riding - move to KS1 classroom
- Break times – staff on duty direct children to nearest building
- Returning trips – not to return to Stroud. Alternative location – Wellington.

**Communication** - An SLT team member will send email/text communication to all staff to provide update on lockdown specific instructions. i.e. barricade doors / close blinds / sit under tables/ turn off lights.

All further communication and instruction will be via email / text. Confirmation will be required that each class has all persons accounted for.

**Headmaster/SLT** - will provide all communication to parents.

**Grounds team** - assist with securing of all buildings, and evacuation of outside areas etc.

**Caretaker** - Depending on nature of incident, lock main gate. Stay in cottage until safe to leave / stay at gate to direct emergency services. Maintain radio communication.

**Operations manager** - provide incident pack to the police.

**Media** - Only authorised persons to communicate with the media.

The Fire alarm takes precedence over the lock down bell.

Staff to access the Lockdown Registration Sheet for the 2020-21 Academic Year. This document in Google Sheets will be updated as and when new pupils start, when pupils leave throughout the year, or as required.

**All clear – assemble in sports hall. This will either be announced in person class by class, or email/ text announcement.**

Sept 20

C Hopper

## Appendix 14 - In the event of a pupil death

1. HM meeting with Deputy Heads, Heads PA and Chaplain to discuss course of action.
2. HM to write press statement and letter to the parents of the child.
3. Check whether they have any siblings in school/ other school.
4. HM to phone parents of the child to express condolences and discuss informing the pupil and staff body.
5. Head's PA to tell Receptionists to not follow up on the absence and to put any calls from the media through to HM office.
6. HM to inform the Chair of Governors and safeguarding Governor. Cascade to the rest of the Governing Board.
7. Head of Department to arrange to be kept free all day (cover in place)
8. Deputy Head (Pastoral) to inform counsellor and to make themselves available.
9. DSL will be contacted by Safeguarding to attend a Phase 1 meeting. Attended by Police, School, GP, Hospital/ Paediatrician and chaired by Safeguarding.
10. Head of Department to inform tutor.
11. Arrange a time to convene the staff then email all staff.
12. Arrange a time to inform the Year group (age dependent).
13. Inform all parents by email.
14. HM to contact KES
15. HM contact HMC
16. Flag on iSAMS to stop any year group or whole school mail outs to the parents.
17. Lower the school flag to half-mast.
18. Check advertising/ marketing for photos of the student and if necessary remove them.
19. Fees for term not to be charged – finance informed.
20. Head to discuss funeral arrangements and staff attendance with parents.
21. Chaplain to discuss a memorial service in School.
22. Check school insurance – there may possibility of setting up a fund in the pupil's name.

LAST REVIEWED: SEPT 2020 SRM [NEXT REVIEW SEPT 2021)

Approved by SMT/Stroud Governors

