



Hamp Nursery & Infants' School

Critical Incident Policy 2025 - 2026

This Policy should be read in conjunction with:

- “Guidance for Somerset Schools and Colleges in Managing Critical Incidents”
- HNIS Business Continuity Plan
- HNIS “Safer Inside” invacuation policy and procedures
- HNIS emergency evacuation policy and procedures

CRITICAL INCIDENT POLICY

Critical incidents which threaten the health, safety and welfare of members of our school or its operation, safety and reputation as an organisation can take many forms. They are occurrences which are unpredictable and unforeseen, originating from natural, man-made or malicious acts. Such incidents can be defined as a single or sequence of events which:

- are sudden and unexpected
- contain real or imagined threats to a person
- overwhelm usual coping mechanisms
- cause severe disruption
- are traumatic to anyone

Critical incidents may include:

- the death of a pupil(s) or member(s) of staff through sudden accident, murder, terminal illness or suicide.
- a serious accident involving pupils and school personnel on or off school premises.
- a violent attack or violent intrusion onto school premises, e.g. involving an armed intruder or a bomb alert.
- fire, flood, building collapse or major vandalism in school.
- a hostage situation.
- a significant event in the community, e.g. transport accident, terrorism.

It is recognised that the trauma caused by such incidents challenges individuals mentally, physically, emotionally and spiritually and the purpose of this policy is to ensure the school has robust and appropriate procedures and systems in place to:

- respond effectively to the **immediate impact**
- **recover** from a critical incident and return to normal operation

Management of Critical Incidents

A Critical Incident Management Team (CIM Team) consisting of:

All members of the Senior Leadership Team, i.e.

| | |
|--------------------------|----------------------------|
| Mrs. Mary Weatherburn | Headteacher |
| Mrs. Charlotte Beresford | Deputy Head |
| Mrs. Jo Newcombe | Home school liaison worker |
| Mrs. Chelsie Hall | Senior Teacher |
| Mrs. Michelle Foord | Senior Teacher |
| Mrs. Jess Clements | Senior Teacher |
| Miss Clare Pappin | School Business Manager |
| Miss Tracy Miller | Nursery manager |
| Mr. Mike Weatherburn | School caretaker |

representing all aspects of the school has been established to implement and co-ordinate procedures and responses to a critical incident. The responsibility of the CIM Team will be to:

- develop, maintain and update the Critical Incident Contingency Plan and in the event of a critical incident:
 - obtain accurate information
 - implement the Critical Incident Contingency Plan
 - contact emergency services
 - liaise with LA staff
 - co-operate with the emergency services
 - assess need for and access support
 - provide information for staff, governors, parents and pupils

The Critical Incident Contingency Plan

Roles and Responsibilities:

The Headteacher, in consultation with the Senior Leadership Team, is responsible for drawing up the Critical Incident Contingency Plan, reviewing it annually and following any critical incident.

The School Business Manager will update contact lists at the beginning of each term in respect of:

- Utility Services - Emergency Contacts
- Key Contractors
- Somerset County Council Key Contacts
- SC issued Emergency Procedures Information
- News and Media – Key Contacts

Copies of the updated list will be distributed as follows:

- electronic copy added to Contingency Plan on the P drive

- printed copy provided to each member of the CIM Team
- printed copy added to the printed Contingency Plan retained in school
- printed copy to Headteacher and SBM to add to printed Contingency Plan retained offsite
- printed copy retained in the office for access by all staff

The Administrative Officer will update contact lists at the beginning of each term in respect of:

- Staff
- Governors
- Parents

Copies of the updated list will be distributed as follows:

- electronic copy added to Contingency Plan on the P drive
- printed copy provided to each member of the CIM Team
- printed copy added to the printed Contingency Plan retained in school
- printed copy to Headteacher and SBM to add to printed Contingency Plan retained offsite
- printed copy retained in the office for access by all staff

The Critical Incident Contingency Plan is attached and contains:

- Managing a Critical Incident Flow Chart.
- Guidance and information detailing action to be taken.
- Guidance on Managing the Media in a critical incident.
- Roles and Responsibilities for each member of the CIM Team will be allocated according to incident and at point of need.
- Assigned roles for members of staff and/or governors as exist for emergency closures, i.e. line management responsibility.
- Contact Details for:
 - Staff
 - Governors
 - Parents
 - Utility Services - Emergency Contacts
 - Key Contractors -
 - Somerset Council Key Contacts
 - News and Media – Key Contacts
- Communication between CIM
- Communication and Information for all stakeholders
- Support for:
 - Pupils
 - Parents
 - Staff

All members of the Critical Incident Team will receive an annual briefing at the first Senior Leadership Team Meeting in September about their role and responsibilities in respect to the Critical Incident Contingency Plan.

Office staff will receive an annual briefing in the Autumn Term on handling such an emergency, in terms of immediate action and communication with parents and the media.

Policy Review

With the exception of the changing “contact information” this policy will only be reviewed should there be a material change.

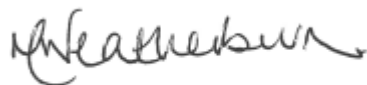


Signed :

Chair of Governors

Name: Mrs. Michelle Martin

Dated: updated September 2025...



Signed:

Headteacher

Name: Mrs. Mary Weatherburn

Dated: updated September 2025