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# An Daras Multi-Academy Trust Critical Incident Policy (v1.0)

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: Approved	
Recommended	
Version	v1.0
Statutory	Yes
Adopted v1.0	July 15
Review v1.0	July 16
This review v1.0	May 17
Advisory Committee	ADMAT FSD Committee
	ADMAT LGAB Committees
	ADMAT Audit Committee
Linked Documents and Policies	ADMAT Child Protection /Safeguarding
	Policy
	ADMAT Health and Safety Policy

# An Daras Multi Academy Trust



# **Critical Incident Policy**

Agreed: July 15 Last review: July 16 This review: May 17

#### **Purpose:**

The purpose of this policy is to minimise the impact of critical incidents on the emotional and physical wellbeing of the school community through clear and timely communication.

A critical incident is defined as any sudden and unexpected incident or sequence of events which causes trauma which overwhelms the normal coping mechanisms of a school.

#### Scope:

The policy covers the approach taken during any critical incident and emphasises the importance of risk management before any event.

The appendices are practical strategies to be used during any critical incident. The policy and procedures are adhered to by all Senior Leaders in the Trust in the event of a critical incident and have been created through consultation with the wider MAT leadership structure.

#### **Before an Incident**

Whilst no MAT or individual academy can take every precaution against critical incidents and some can never be planned for, the Trust understands the importance of being proactive and preparing for such events.

**Appendix 2** is our Critical Incident Management Strategy and Plan. The procedures highlight the importance of excellent and measured communication and the involvement of multi-agency. The procedure makes clear the roles and responsibilities of key individuals during a critical incident. The Trust takes risk management seriously and is subject to internal audits to test value for money across the MAT.

All aspects of Safeguarding and Health & Safety (see policies) are an absolute priority in all academies in the Trust. Each school has a planned Critical Incident Management Team with defined responsibilities (see **Appendix 1**). Each academy conducts regular fire practices and lock downs and the effectiveness of this, and the plan, is reviewed by the Senior Team/LGAB regularly across the year.

Each individual academy has a detailed Emergency Plan which is regularly reviewed by Heads of School, staff and Local Governing Bodies as part of their delegated responsibilities.

#### **During an Incident**

Whilst no two incidents will be the same, some similarity in approach can be planned for.

As soon as an individual academy becomes aware of any incident that might have an impact, the CEO or Executive Head Teacher (EHT), or Head of School (HoS) in their absence, should establish the facts and assess its significance for the individual academy and the MAT.

At this point the Critical Incident Management Plan will be triggered by either the CEO, EHT or HoS. The key tasks are listed in the plan. As stated above, the emphasis is on clear and timely information and the need to minimise the psychological impact to all, through a highly supportive and well organised response.

#### After the Incident

The aim of the work carried out in an individual academy during the following days, weeks and months is to help the immediate and broader community come to terms with the incident.

A return to normal routine requires sensitive planning, timing and implementation. All staff should monitor pupils' emotional well-being and be attentive to any on-going difficulties, particularly amongst those most directly affected and vulnerable groups. Staff should also, be mindful of the well-being of colleagues and report any concerns to the Senior Team.

Some staff and pupils may need more support in adjusting to normal routines. A sensitive approach to encouraging this via home visits, rotas of support, phased returns may be implemented as appropriate.

Following any critical incident, the Trust will carry out a review. The review should consider the following: -

- What went well, what was most/least helpful?
- Were there any gaps?
- Have all necessary referrals to support been made?
- Is there any unfinished communication (e.g. insurance, press)?
- Have all records been secured?
- Have any identified training needs be identified?
- Does the Critical Incident Management Plan need to be reviewed?

All leaders in the Trust will be prepared to lend support to any other academy in the group during and after a critical incident.

#### Appendix 1

### Responsibilities

#### Lead Co-ordinator

The CEO, Executive Head teacher or Head of School (delegate in their absence) will be the Lead Co-ordinator for any incident or event under this procedure. They will:

- Overview the situation and delegate tasks and roles below to appropriate staff with the relevant skills and competence;
- Be the central point of contact for information both internally and externally, but may not be the person leading direct communications with these parties;
- Ensure the relevant authorities are informed of the incident.

#### Welfare

It is important that a member of the Senior Leadership Team is given the responsibility for determining appropriate actions to ensure the welfare of pupils and staff. There may be a need for both immediate and long-term actions following an incident. This person will coordinate post incident care and support.

#### Communications

Good internal and external communications are vital for the efficient management of an incident or event. The Executive Head teacher/Head of School will nominate individuals with clear responsibilities for internal and external communications. Specific communication requirements are detailed later in this document.

#### Resources

Generally, the Academy Business Managers will be tasked with ensuring resources are managed during, immediately after and longer term following an incident. This will include ensuring good access to and exit from site and how to shut off electricity, gas and water supplies appropriate to the incident. Provision of temporary classrooms, canteen facilities, information technology, furniture and stationery etc. will be the responsibility of this individual.

## Appendix 2

# **Emergency Plan**

	boxes have been actioned	Actioned: √ Fatal or Serious Injury	Damage to	_ Cutowed	
3. Consider if any furt			Domogo to	Esternel	
MMEDIATE	<ol> <li>Ensure all shaded boxes have been actioned</li> <li>Consider if any further actions need taking</li> </ol>		the Building	External Incidents (Visits)	Media Issue
	Phone Emergency				
	Services				
-	(Police/Ambulance/Fire)				
	Make sure the site is				
-	safe for pupils and staff				
	Sweep site for any issues				
-	(go in groups of 3) Contact the CEO or				
	another Executive Head				
	teacher in the Trust				
-	The CEO will ensure that				
	the Chair of				
	Directors/LGAB and				
	other relevant				
	people are informed				
ľ	Make sure all Senior				
	Leaders are on site and				
	aware if not on site				
	contact				
	them				
	Shut down areas where				
	the incident has				
	happened and stop foot				
-	traffic				
	Decide if a full lockdown				
-	is needed				
	Make sure computer				
	systems working and MIS can be accessed				
-	CCTV footage to be				
	looked at and recorded				
-	Setup Incident Rooms				
	and Interview Rooms				
-	Contact parents of any				
	student directly involved				
	or any next of kin				
F	Ensure any injured party				
	is accompanied until				
	their family arrive				
	Make sure the external				
	site is safe for students				
	and staff and that all are				
	accounted for				
	Keep all students and				
	staff in one area that is				
-	secure and accessible				
	If necessary arrange				
	additional staffing from				
	elsewhere in the Trust				
COMMUNICATION	Inform all staff of the				
	incident (start with all				
	staff not teaching and associate)				

ADMAT Critical Incident Policy

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Exit plan for pupils	
agreed	
EXTERNAL Contact Counsellors	EXTERNAL
Contact HR for Media	
Support	
Contact Insurance	
Company	
Contact HSE Contact HSE	
Contact other schools to	
inform them of issues	
Contact further Local	
Governors/Directors	
Is additional security	
needed	
NEXT DAY/WEEK If the site is safe	
continue normal	NEXT DAY/WEEK
operations	NEXT DAY/WEEK

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Arrange a meeting with parents		
Arrange a meeting with Insurance company		
Keep in regular contact with any affected staff or students who are absent		
Debrief and review plan and update where necessary		

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