

HERRIES PREPARATORY SCHOOL

16c CRITICAL INCIDENT MANAGEMENT POLICY FOR FORESEEABLE CRISES OR MAJOR INCIDENT

Date of issue	1/9/24	Date of next review	September 2025
Persons responsible for updating this plan	Headteacher and Chair of Governors		
Copies of this plan are held by the CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)	Rob Grosse Emma Dutton, Chair of Governors Beata Felmer, Bursar Katrina Sands, Assistant Head Pastoral Dianne Seyffert, Deputy Head Dominic Bidmead, Caretaker		

INTRODUCTION

This plan has been prepared and agreed by the staff and Governors of Herries Preparatory School to assist in dealing with an emergency situation that affects the school community. It relates to an event which may involve:

- the safety of children and/or staff, catering, peripatetic staff, visiting coaches
- the school premises
- a serious accident involving children and/or school personnel on or off the premises
- the death of a child, staff member or governor
- suspicious loiterer, where staff would ring the safeguarding officer and/or police
- a violent intrusion onto school premises (e.g. an angry motorist or someone with mental health issues)
- extensive damage to school premises
- the release of hazardous substances near or on the school site
- a disaster close to the school e.g., major transport incident, road rage where staff would not get involved and call 111
- a crisis which might affect the reputation of the school

It also considers occasions where the Headteacher believes that the school will benefit from receiving additional support or where the community in which the school is based is affected by an emergency.

The school emergency plan aims to:

- provide support to all children and staff affected by an incident
- maintain the normal running of any parts of the school not affected
- return the whole school to normal as soon as possible

The plan provides generic guides to actions that should be considered by the headteacher and the critical incident management team (CIMT) in case of an emergency in school or the local community, or on an educational visit.

The plan covers procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.

Important Action Points

- Review the plan and its content at least once each year
- Keep the plan up-to-date
- Ensure staff know their roles
- Keep the school's **contact list near to the phone** in case it becomes necessary to activate the plan
- Ensure the Governors, and in particular the Chair of Governors, has an updated copy.

ACTIVATION

Information about an incident may come from a staff member, pupil, parent, the emergency services or the local authority.

Whoever receives the alert should ask for, and record, as much information as possible:

Name of the person informing of the incident	
Details of the incident	
Who else has been informed (eg emergency services etc)	
Exact location of the incident	
Details of any casualties	
Any action taken so far	
Name of contact at the scene	
Number of contact at the scene	
What assistance is needed	

Immediately inform the Headteacher or Bursar

Headteacher RESPONSIBILITIES

- take charge of events
- draw up an action plan for the specific incident
- delegate responsibilities and give task sheets to the chosen person
- consult with the police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media
- establish a crisis team meeting place, close to the incident control point

Action to be taken	✓ when complete
Ascertain details of incident	
Take immediate action to safeguard pupils and staff where necessary	
<p>Alert relevant emergency services (police, fire, ambulance) via 999 system. Be prepared to give the following information:</p> <ul style="list-style-type: none"> • Emergency Service(s) required • Exact location of the incident: e.g. Herries, Dean Lane SL6 9BD • Number of casualties • Nature of injuries • Location and telephone number where call is being made from e.g. 01628 483350 • Hazards which may be encountered by the Emergency Services at the site e.g. narrow entry & access, outside water mains 	
Log all communications and actions	
<p>Notify the Chair of Governors: Emma Dutton</p> <p>In the event of a major civil emergency requiring a multi-agency response e.g. a plane crash, the RBWM Emergency Planning Officer has prepared plans for such eventualities.</p>	
<p>Assemble a critical incident management team – details above</p> <p>The base for the CIMT will be the Headteacher's office where it is still possible to use this. The reserve on-site location will be the music room (Annex). In cases where it is not possible to use the school premises as a base, the CIMT will make use a local facility (eg Cookham Village Hall)</p>	
Refer to the list of emergency contact numbers in Appendix 1 for additional support if required	
Where possible, avoid closing the school and try to maintain normal routines	

IMPLEMENTATION

Headteacher or Nominee

Action to be taken	✓ when complete
Ensure that accurate, factual information is available for those arriving at the scene	
Liaise with the local authority, police, fire and ambulance services, and other agencies who may become involved	
Act as the main contact to co-ordinate the response	
Inform the Chair of Governors: Emma Dutton	
Inform all staff, and parents of injured pupils	
Decide how to inform other parents of injured pupils	
Ensure all staff maintain a log of actions and decisions	
Allocate tasks to members of the CIMT as appropriate	
Provide regular briefings for staff	
Continue to liaise with the local authority and the emergency services	
Try to maintain normal routines as far as possible	
Inform staff involved to prepare a written report of their involvement, noting events and times	
<p>In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours</p> <p>All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).</p> <p>http://www.hse.gov.uk/riddor/index.htm</p>	
Continue to allocate tasks to members of the CIMT as appropriate	

Welfare & Sheltering

Action to be taken	✓ when complete
Secure the immediate safety of pupils and staff - this may include evacuation or keeping pupils and staff inside the building (sheltering)	
Establish the location of all pupils, staff, and visitors using timetables, registers and iPad register, and make a list of those unaccounted for	
Establish a staff rota and ensure that staff take regular rest periods	
Identify those pupils and/or staff who are badly affected, and who need extra support	
Make arrangements for reuniting pupils with their parents	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities	

Communications

Action to be taken	✓ when complete
Consider emergency communication needs	
Dedicate lines for incoming and outgoing calls and arrange extra support for reception. Main Line to be used for incoming calls only: 01628 483 350	
Arrange for the staffing of telephones	
Inform pupils, in groups as small as practicable, considering the best way to impart tragic news (advice is available from the educational psychology service) Tel: 01865 323532 Abbey House, Abbey Close, Abingdon, OX14 3JD	
Inform parents of children not directly involved in the incident, as decided by the Headteacher or nominee - use any existing arrangements for contacting parents quickly and efficiently e.g. class rep phone tree: Whatsapp Admin: Catherine Rowson (Admissions and Marketing Manager)	
Receive visitors to the school, ensuring they sign in and out on the iPad and are issued with identification badges.	
Ensure that staff are fully briefed on facts and are aware of what information can be released	

Media

Action to be taken	✓ when complete
Ensure that any media access to the site, staff and pupils is controlled In a major emergency, the police will deal with the press and prevent access to the school	
Liaise with and cooperate with the media and to answer their queries, as appropriate	
Liaise with the Chair of Governors to prepare a press statement, to be agreed by the Headteacher to decide the ongoing strategy for dealing with the press	
Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones	
Provide basic information about the school (see Appendix 2)	
Be prepared to be interviewed by the press if necessary and agreed	

Advice for Official Spokesperson(s) – Headteacher - in liaison with Chair of Governors

- ✘ DO NOT speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact
- ✘ DO NOT give any fact unless you are certain it is correct
- ✘ DO NOT say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later
- ✘ DO NOT be afraid to say "I DO NOT KNOW"
- ✓ DO have the confidence in yourself and your command of the situation to take a positive attitude towards the media
- ✓ DO inform the Press Officers of any development which may assist them and of any journalist you suspect of acting inappropriately.
- ✓ If you know that everyone is safe and well, or those parents of injured children have been told - say so as soon as possible - it stops other panicking.

NB: PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND THEN ONLY WITH WRITTEN PERMISSION FROM PARENTS/GUARDIANS

Resources

Action to be taken	✓ when complete
Ensure access to site for emergency services	
Open/close parts of school as required, and turn off water, Gas Supply – Nursery opposite the toilets and electricity supplies if necessary	
Ensure the security of the school premises, CCTV	
Establish a safe and secure base for the CIMT in Heads office or music Annex	
Check that all available communications and office equipment are working (phones, IT, copiers), in: <ul style="list-style-type: none"> • School Office • CIMT Base • Annex 	
Arrange a place to receive parents and children involved	
If necessary, evacuate the building in accordance with the School Fire Procedures	
If necessary lockdown the building in accordance with the School Lockdown Procedure	
Ensure that parents do not take students away, unless directed to do so	
Consider relocation to other premises	

All other teaching and non-teaching staff

Action to be taken	✓ when complete
Respond to instructions given by members of the Critical Incident Management Team	
Be ready to respond to any potential hazard in and about the site	
Maintain a calm atmosphere	
Do not speak directly to the media but refer all enquiries to the Headteacher or Chair of Governors	

Initial Action List for CIMT

- Inform school staff as appropriate, depending on the time and scale of the incident
- Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception.
- Immediately inform parents of any injured pupils of what has happened and where their son/daughter is, recording what their plans are, eg to travel to their son/daughter, any assistance they need and any means of communications with them (eg mobile phone number)
- In event of a major incident the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved
- Inform parents of any other pupils on the visit but not directly involved in the incident.
- Parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed
- Ensure that staff are fully briefed on facts and are aware of what information can be released
- Inform the Chair of Governors [Emma Dutton](#)
- Contact the local authority: The MASH Team, for all enquiries regarding children and families, can be contacted on **01628 683150**
- If necessary, introduce controls on school entrances and telephones
- At least initially, the school is advised to avoid responding to media enquiries and direct these to the Headteacher or Chair of Governors
- Liaise with the Chair of Governors as early as possible, and work with them to prepare a press statement
- Arrange a quiet space to receive parents of the children involved as they arrive at the school

Medium term actions/considerations

- Ensure you contact your local education officer as soon as possible the next working day to inform them of the situation
- If the visit is abroad, and the incident results in substantial medical or other expense insurers should be informed as soon as possible
- Inform pupils and staff at school and their parents. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed
- In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards
- Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones)
- Inform all staff involved to prepare a written report noting events and times. Inform the RBWM Children's services Business support office.
- In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers

POST INCIDENT CARE AND SUPPORT

Post-incident care is aimed at helping individuals to understand their feelings following an emergency and to identify sources of future support. The overall aim of the support is to help people in a way that will reduce the possibility of them developing post-traumatic stress disorder.

It is worth giving some thought to how the topics of loss, bereavement, risks/safety and change are covered in the curriculum. Schools where these topics are discussed openly, and treated as normal life events, are likely to find it easier to cope when a difficult or tragic incident occurs.

Remember to consult with parents following an incident. It is important to communicate with parents of pupils who have been involved, and ensure that their needs and wishes are taken into account.

STAND-DOWN AND RECOVERY

Recovery Plan Checklist

As soon as possible after the emergency:

- Liaise with parents regarding plans for attendance at funerals
- Liaise with parents regarding plans for attendance/representation at memorial services
- Arrange debriefing meetings for staff and pupils
- Arrange debriefing meetings for the Headteacher and CIMT
- Identify and support high-risk pupils and staff
- Promote discussion of the emergency in class
- Consider the need for individual or group support
- Help affected pupils and staff to come back into school
- Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt

In the longer term:

- Consult and decide on whether and how to mark anniversaries
- The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected
- Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school
- Remember to make any new staff aware of which pupils were involved and how they were affected

APPENDICES

APPENDIX 1 - CONTACTS

APPENDIX 2 - COMMUNICATIONS

APPENDIX 3 - BASIC INFORMATION ABOUT THE SCHOOL

APPENDIX 4 - EMERGENCY SCHOOL CLOSURE

APPENDIX 5 - SPECIFIC HAZARDS AFFECTING SCHOOL SITE

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APPENDIX 10 - OTHER SERVICES USING THE SCHOOL SITE

APPENDIX 11 - LOG KEEPING

APPENDIX 12 - TRAINING AND EXERCISING

APPENDIX 13 - CONTINUITY

APPENDIX 1 - CONTACTS

This should be updated in response to changes and reviewed annually

School Staff Identified for Incident Response

Name	Status	Keyholder
Rob Grosse	Headteacher	yes
RWBM	Children's services The MASH Team, for all enquiries regarding children and families, can be contacted on 01628 683150	no
Dominic Bidmead	Caretaker	yes
Emma Dutton	Chair of Governors	no
Beata Felmer	Bursar	yes
Dianne Seyffert	Deputy Head	yes

Other School Contacts

Name	Status	Keyholder
Catherine Rowson	Admissions and Whatsapp admin	yes
Katrina Sands	DDSL, AHT	yes
Suzanne Sharp	Medical officer	yes

APPENDIX 2- COMMUNICATIONS

- Staff will be alerted verbally to the incident without alarming pupils unnecessarily.
- All staff to wear ID lanyards
- First telephone point in the reception area 01628 483350, phones also available in every classroom
- School will either place a notice on the website, email or telephone parents when:
 - an emergency happens during the school day
 - an emergency happens before or after the school is open, at weekends or in school holidays

Parents/carers can be seen in groups in the library or on an individual basis in the office where news can be shared in a considerate way. SLT to be available if possible to meet parents.

Other methods of informing parents might include:

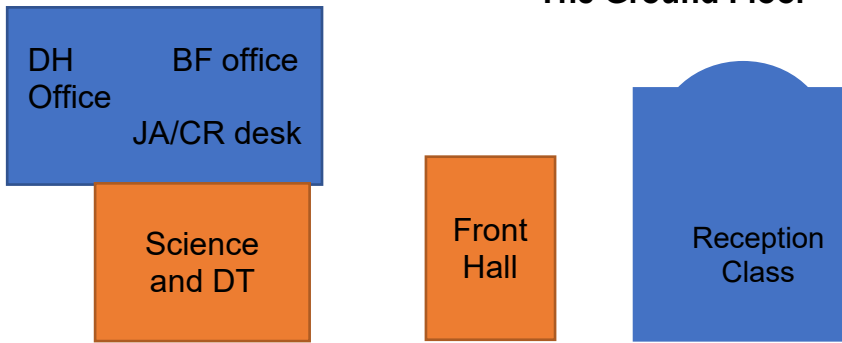
- Emails or Whatsapp messaging
- Recorded message on the school telephone
- Notices on the school website
- Letters
- Notices on the school gate
- Person at the entrance to the school to explain issues
- Telephone tree
- Local radio

Internal Communications

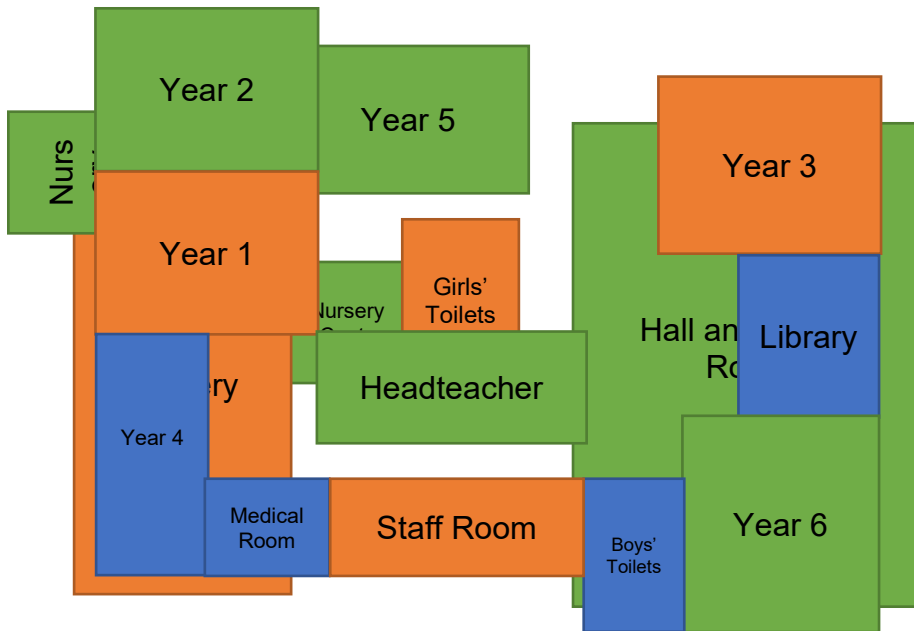
Staff will be informed of developments through morning briefings. A debrief for all staff involved will take place at the end of each working day. Information will be recorded and shared.

APPENDIX 3 - BASIC INFORMATION ABOUT THE SCHOOL

The Ground Floor



The First Floor



Basic information	
Name:	Herries Preparatory School
Address:	Dean Lane Cookham Dean Berkshire
Telephone:	01628 483350
Age Range:	2 -11
Number of pupils:	120
Details of Senior Staff	
Headteacher:	Rob Grosse

Deputy Head	Dianne Seyffert
Bursar	Beata Felmer
Assistant Headteacher:	Katrina Sands
Details of Governors	
Chair of Governors:	Emma Dutton
Vice Chair of Governors:	TBC

APPENDIX 4 - EMERGENCY SCHOOL CLOSURE

ACTION TO BE TAKEN BY Headteacher

The decision to close a school must be taken by the Headteacher, or in their absence the most senior members of staff present, in consultation with the Chair of Governors.

Any decision to close a school must take into account:

- a) that each school should make every effort to remain open even where the number of pupils and staff present are less than normal and alternative lessons/tuition arrangements have to be provided; and
- b) the safety of pupils - young children should never be sent home if the school is not certain of the child's ability to make the journey in safety and to be able to gain access to the home.

Staff

Notify parents and staff if Herries is closed, partly closed or opening or closing at a different time in the event of:

- extreme weather – snow, flood:
- facilities issues – boilers, drains;
- widespread sickness or epidemic – swine 'flu', diarrhoea and vomiting;
- other event

Title the email 'School Closure, Herries Preparatory'

- State what action the school has taken to notify parents
- State whether full or partial closure, if partial, which classes are affected
- If changes to opening times, please detail
- Whether there are changes to access – e.g. Use side entrance only
- Include contact name and direct dial phone number

Notify all staff including visiting, peripatetic, and contractual or specialist of the expected closure period and whether or not they are required to report to the school. Notify suppliers.

Ensure that the telephone is manned within normal hours – staff should be briefed on information to be given to parents

Update the front page of the website with the current situation & update the status as early as possible.

Action to cope with disruption is set on the internet by Catherine Rowson, then circulated to all associated staff & parents via reps using the class rep whatsapp groups.

Communicating with Parents

An early decision should be made about how to inform parents. However in the case of a fatality, the police will normally inform the parents or next of kin of the children or staff involved. The Police will advise what incident details can be given to parents.

Herries will routinely inform parents of the schools emergency procedures in order to reassure parents that the school is well prepared to cope in the event of an emergency incident. Communications will include how parents might hear about an incident and what they should do. A reminder will also be included about the importance of notifying the school of any change in contact details.

Methods of informing parents could include:

- Email or whatsapp messages
- School Website
- Telephone
- Local Radio
- Notices on the school gate
- Person at the entrance to the school to explain issues

APPENDIX 5 - SPECIFIC HAZARDS AFFECTING SCHOOL SITE AND HAZARD ASSESSMENT

Gas leak

If you smell gas, or suspect there is a gas escape, you will immediately do the following:

- Open all doors and windows.
- Call the Headteacher and Caretaker
- Shut off the gas supply at the metre control valve if possible.

If gas continues to escape, Evacuate the establishment and call National Grid Gas Emergencies–0800 111 999 (This is a 24 hour emergency line).

Utility failure

This could be a failure of the power, water or gas supplies.

In the event of a power failure teaching staff should stay in the classroom with the children until further instructions are given. Staff who are not teaching should immediately report to the main office. The Headteacher should contact the utility company and establish a timescale for reinstating the supply.

Depending on the timescale for reinstating the supply the Headteacher should decide whether or not to close the school for the rest of the day or for a longer period. Where the failure is due to damaged mains e.g. a burst water main, if possible shut off the supply and contact RBWM Building Services immediately.

Fire

Alternative access point in case of road closure: Winter Hill

- Caretaker for emergency access to the school buildings : 07711 167298
- School telephone number: 01628 483350

APPENDIX 6 - EVACUATION AND SHELTER PLAN

Evacuation routes and assembly points follow the same as the fire drill plan

An alternative venue in case the emergency affects the main route or assembly point is Tugwood Common, further along Dean Lane.

EVACUATION SIGNAL		
Evacuation of the premises will be signalled by alarm		
STAFF ACTION		
On hearing the evacuation signal, all staff, pupils and visitors will evacuate the premises calmly and in an orderly manner. All teachers in control of a class will:		
<ul style="list-style-type: none"> ● Commence the evacuation of children in an orderly way ● Lead children from the premises by the nearest safe route ● Proceed to the assembly point ● Carry out the roll call procedure ● Notify the Headteacher of any persons unaccounted for ● Ensure children remain at the assembly point ● Await further instruction from the Headteacher 		
On hearing the evacuation signal:		
<ul style="list-style-type: none"> ● School Registers will be collected by Stephanie Foster ● School Sign iPad will be collected by Beata Felmer or Julie Armstrong ● Children's medications will be collected by Suzanne Sharp 		
The nominated first aid person is Suzanne Sharp		
On hearing the evacuation signal, the following staff will shut-down equipment detailed:		
Name Dominic Bidmead, School Catering Staff		
On hearing the evacuation signal, all other staff and visitors will:		
<ul style="list-style-type: none"> ● Proceed to the assembly point ● Notify: Headteacher of any persons unaccounted for ● Await further instruction from Headteacher 		
VULNERABLE PERSONS		
Name	Location	
Nursery	Downstairs	1)
Reception	Downstairs	2)
Pastoral list/EAL/new pupils	School/offsite activities	3)

Procedure for lockdown of the school

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the site or nearby
- A local incident, such as an angry motorist or visitor
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to:

- restrict access quickly
- prevent staff and pupils from moving towards danger
- frustrate or delay the identified risk from entering the school.

Although there is no statutory requirement to have a lockdown policy or procedures, we consider that it is sensible to outline a proportionate response to any potential threat to the safety of staff and pupils at Herries.

Lockdown plan

1. take account of all available means of internal communication (e.g. a dedicated lockdown alarm tone)
2. the age of the school's pupils
3. the site layout and access points
4. the physical location.

- The Headteacher (Mr Rob Grosse) is designated as 'lockdown manager' with a separate set of agreed responsibilities
- Alert staff to the activation of a lockdown plan by the recognised alarm, audible throughout the school
- Agree on communication methods during lockdown between members of staff

Lockdown procedure

- Bring pupils from outside the school into the school as quickly as possible
- Those inside the school should remain in the school hall
- Lock all external doors and windows where appropriate
- Draw blinds, cover internal door windows and switch off classroom equipment
- Switch all mobile phones to 'silent,' so as not to give positions away
- Establish the location of all pupils, staff, and visitors using timetables, registers and the visitor's iPad, and make a list of those unaccounted for
- Staff should keep pupils occupied and calm
- Emergency services should be contacted as quickly as possible
- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services
- The Chair of Governors body should be notified at the earliest opportunity
- A lockdown will remain in place until it has been lifted by the Head or SLT or by the emergency services
- A fire alarm will mean that staff revert to fire drill procedures, and it will be the cue to evacuate the school
- All staff (including peris, support and coaches) to understand that they must NEVER let anyone they do not recognise into the school and always to check with

the office. Parents to be reminded regularly not to 'pass the door' to others trying to gain entry. Lockdown procedures should be regularly supported with staff training on INSET days.

Parents

- Parents should know the school has a lockdown procedure and be given enough information, so they are reassured that the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety.
- Parents should also be informed not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world.
- Pupils should not be released to parents during a lockdown.
- Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours.

Staff

It is critical that all staff are familiar with the school's lockdown procedures and a lockdown drill is practised at agreed intervals.

Communication

A school's lockdown procedure must be published and made available on the school's website. Lockdown drill information may also be displayed in each classroom alongside the school's fire evacuation procedures.

Support for staff and pupils

In the event of a prolonged lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events.

A reception centre for friends and family could also be set up away from the affected area.

Pupils and staff can be taken to Tugwood Common if unable to return to the school, Chequers or Cookham Dean Village Hall if access is impossible for some time.

APPENDIX 7- EMERGENCIES DURING EDUCATIONAL VISITS

The Headteacher or his/her pre-agreed nominee should be immediately informed of any incident by the group leader.

Initial Action by Headteacher or Nominee

- Maintain a written record of your actions using this checklist and attached log sheet
- Offer reassurance and support.
- Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.
- Find out what has happened. Obtain as clear a picture as you can - who informed you of the incident? (Usually the group leader)
- Remind the group leader to follow the checklist for group leaders on educational visits (see Appendix)
- Record the details of the off-site activity/visit during which incident occurred

Location and nature of activity/visit		
Name of person in charge of visit		
Telephone number(s)		
Number of people on the visit	Pupils	
	Teachers	
	Other adults	
Date and time of incident		

Location			
What has happened?			
People affected	Name	Injury	Where they are / will be taken
Emergency Services involved and advice they have given			
Names and locations of hospitals involved			
Arrangements for pupils not directly involved in the incident			
Name of person in charge of your group at the incident			
Telephone Number(s)			

- Depending on the scale of the incident, consider assembling a CIMT to assist with the response

CHECKLIST FOR GROUP LEADERS ON EDUCATIONAL VISIT

- Ascertain details of incident
- Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system
- Call for assistance if available (staff, passers by)
- Administer first aid where possible
- Account for all members of the party and ensure that all persons uninjured stay together
- Allocate staff member(s) to travel to hospital(s) with casualties
- Ascertain if there are any witnesses
- Allocate staff member(s) to stay at incident site to liaise with the emergency services
- Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible
- Inform Headteacher/member of SLT (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident
 - names of those involved
 - details of any injuries.
 - actions taken.
 - contact point to be used
- Consider requesting additional assistance.
- Keep Headteacher/member of SLT regularly updated.
- Consider whether activity should be abandoned. If so, arrange for non casualties to return to school. Liaise with Headteacher/SLT over transport arrangements.
- Do not discuss legal liability

APPENDIX 8 – INFECTIOUS DISEASE PLAN

The Government and RBWM will advise whether or not schools should close.

The following diseases are notifiable:

- Acute infectious hepatitis Measles
- Acute encephalitis Meningococcal septicaemia
- Acute meningitis Mumps
- Acute poliomyelitis Plague
- Anthrax Rabies
- Botulism Rubella
- Brucellosis Severe Acute Respiratory Syndrome (SARS)
- Cholera Scarlet fever
- Diphtheria Smallpox
- Food Poisoning Tetanus
- Haemolytic uraemic syndrome Tuberculosis
- Infectious bloody diarrhoea Typhoid fever
- Invasive group A streptococcal disease Typhus
- Legionnaires disease Viral haemorrhagic fever (VHF)
- Malaria Whooping cough

In the event of an occurrence of a notifiable disease or serious illness in the school, the Headteacher will notify the LA who will:

- alert the RBWM Emergency Planning Officer, Health and Safety Advisor and Environmental Health Officer
- arrange for the appropriate health professionals to become involved and give advice
- where necessary circulate information to other schools to minimise the risk of the disease or illness spreading
- alert the RBWM Communications Team to assist the school with media enquiries
- alert Thomas Franks the caterer, where this is relevant
- consider requests from the school for additional support (e.g. staffing or finance).

The nature of the advice given will include guidance on what the health authority will do, what the school should do, and what advice should be given to parents.

In respect of written guidance on dealing with medical emergencies and specific diseases and illnesses please refer to Guidance on Infection Control and Communicable Diseases in Schools and other childcare settings published by Public Health England.

The school will manage the incident by:

- nominating a member of staff to liaise with the other parties.
- be guided by the health professionals, provide information to parents/guardians and other site users advising them of the incident, of the action the school is taking and what action parents and families need to take.

- keeping suitable records of current, new and suspected pupil cases including ages and numbers by class, date of commencement of illness, details of any other family members known to be affected and when the symptoms ended.
- keeping similar records in respect of members of staff and other site users.
- following the advice of the health professionals by implementing relevant control measures required to minimise the risks of spreading the infection which could include:
 - 1) Instigating any additional cleaning/disinfection regimes where required.
 - 2) Applying any necessary 'exclusion' of cases to prevent the spread of the disease or illness.
 - 3) Ceasing use of drinking water fountains, water play, cooking lessons where food is consumed.
 - 4) Temporarily closing kitchens.

The response to a more widespread serious communicable disease or illness such as a flu pandemic will be likely to be managed by the Department of Health advised by Public Health England at a regional or national level. RBWM will receive medical advice and instructions from the government as the situation develops and will pass these on. We will ensure that any medical advice passed on to parents is in written form and simple to understand.

Separate advice and guidance will be issued in the event of an outbreak of avian or pandemic flu.

APPENDIX 9 - BOMB THREATS AND SUSPECT PACKAGES

Detailed and specific information on fire, bomb threats can be found in the RBWM Code of Practice 012 Fire Management

Bomb threat prompt card for reception staff

Action to be taken	✓ when complete
Stay calm	
Make a note of: <ul style="list-style-type: none"> • the exact time of the call • the caller's sex and approximate age • any accent the person has, or any distinguishing feature about their voice eg speech impediment, state of drunkenness etc • any distinguishable background noise 	
When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? 	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
Report the call to the police and the Headteacher/nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure - report the call immediately to the police, and then notify the Headteacher	

Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor handwriting, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

- Stay calm
- Put the letter or package down gently and walk away from it
- Do not put the letter or package into anything (including water) and do not put anything on top of it
- Ask everyone to leave the area (including classes if necessary)
- Notify the police and the Headteacher/nominated deputy immediately
- Do not use mobile phones or sound the alarm using the break glass call points

If you suspect that a letter or a package may contain a biological or chemical threat:

- Stay calm
- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Notify the Headteacher/nominated deputy immediately

The Headteacher/secretary should then:

- Notify the police immediately on 999
- Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed
- Evacuate the building, keeping people away from the contaminated room as far as possible
- Keep all persons exposed to the material separate from others and available for medical attention

- If anyone is experiencing symptoms of chemical exposure (eg streaming eyes, coughs and irritated skin) seek medical attention immediately

If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash your hands in ordinary soap where facilities are provided

APPENDIX 10 - OTHER SERVICES USING THE SCHOOL SITE

- Notify caterers and catering assistants, cleaner, contractors and other site users
- Cancel after School clubs
- Cancel relevant bookings and lettings
- Inform absent staff

Notice to be placed on the School website Secretary & Admin Team

APPENDIX 11 - LOG KEEPING

How to write the log:

- Note all relevant facts in chronological order
- Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- If you make a mistake, cross it out with a single line, so that what is underneath is still visible, and initial it
- Do not leave blank spaces - or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through, then signed in full, dated and timed
- Avoid approximations and abbreviations

APPENDIX 12 - CONTINUITY

After a disaster or emergency, Herries will continue to provide education as soon as possible. Vital records and data may need to be duplicated or backed up.

Statistically the emergency most likely to be experienced by Herries is one that affects the school building, such as a fire or flood. Having an inventory of the contents of the school is invaluable in calculating losses for insurance claims. This section is split into three tables which should be completed for the school.

Equipment - this doesn't need to include every single item in the school, as numbers of desks and chairs are easy to calculate, but IT, electrical equipment and any other specialist, large, one-off or expensive items.

IT data and systems - all important data stored on school computers should be backed up either remotely, or using tapes which should be stored off site. The table allows the recording of essential data sets and IT systems and where they are backed up.

Paper based records - schools will have at least some essential paper based records, which could be easily damaged or destroyed in a fire or flood. These should be listed in the table along with the locations of back up copies which should be stored off site - this should include your emergency plan.

It is also worth encouraging staff to think about where they keep lesson plans and pupils' coursework, as loss of these could have a large psychological impact on staff and pupils.