



## OUR LADY'S ABINGDON MAJOR INCIDENT POLICY

The current version of any policy, procedure, protocol or guideline is the version held on the OLA website. It is the responsibility of all staff to ensure that they are following the current version.

### Document Details

<b>Information Sharing Category</b>	School Domain
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<b>Authorised by (if required)</b>	Head
<b>Responsible Area</b>	Leadership Team

We comply with the Government guidance and regulations, currently in force, regarding COVID.

**Availability:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school.

### Monitoring and Review:

Reviewed: January 2022

Next Review: January 2023

Chief Operating Officer (COO)	Head	Development Manager
Mr Prav Karian	Mr Daniel Gibbons	Zoe Doy
Signed: 	Signed: 	Signed:

### 1. Rationale:

A major 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 major incident is likely to have a severe impact upon OLA, both in the short and long term, our aim is to ensure that OLA strategies and procedures are in place to protect the physical and emotional wellbeing of every member of the OLA community. To this end we have a *Critical Incident, Evacuation and Lockdown Plan*, as well as a separate *Lockdown Policy* and *Emergency School Closure Policy*.

This Policy does not go into as much detail as the other policies but gives an outline of the processes. It cannot cover every aspect of recovery from such an incident. Occurrences may arise which cannot be foreseen or considered. The 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 and associated policies are 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;

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- 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;
- That there is a realisation that total recovery may take long time.

The Leadership Team has responsibility for ensuring that procedures are properly addressed at times of high emotion. If the incident involves legal action, a precise response to the incident should be known and is able to be verified by more than one person.

## **2. Aims of the Major Incidents 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

### **Objectives:**

- To ensure that swift and appropriate action is taken if a major incident has occurred
- To ensure that the welfare of pupils and staff is paramount
- To ensure that the school responds in a sensitive, consistent and effective manner to reduce confusion, panic and extreme emotion
- To have a team in place to address the issues (Leadership Team and or SEMT)
- To have in place a Critical Incident Management Plan, the details of which are familiar to all relevant parties
- To maintain normality, as far as possible, in parts of the school which are not affected and to restore normality as soon as possible to the parts which are affected
- To have immediate access to all relevant contact details (including outside agencies)
- To offer sensitive, non-intrusive support in the short and medium term to all those affected directly or indirectly by the incident

## **3. Examples of 'Major Incidents':**

A major incident is likely to involve death or serious injury to one or more members of the school community and, or, their families either at school, journeying to or from school, participating in a school related activity, at home or in some other context.

- The death of a student or member of staff through natural causes
- An accident involving a student or member of staff
- A deliberate act of violence such as knifing or the use of a firearm
- A school fire, flood or an explosion in a laboratory
- Deaths or injuries through accidents
- Suicide
- Civil disturbance

## **4. Guidelines for managing a 'Major Incident':**

- The Head will take charge of the school's response.
- In the case of the Head being unavailable, the members of the Leadership Team will take charge.
- The Conference room or Head's office will be the central liaison point
- The LT (or SEMT if convened) will assess immediate practical needs
- The LT will contact next of kin of those directly involved if required
- A short simple statement of facts may be prepared by the Head
- All contacts from the media will be dealt with by the Head/COO/Chair of Governors
- Secretarial staff taking incoming calls will use a statement agreed by Head/COO/Chair of Governors
- When necessary, all members of staff will be informed and will be guided in relation to informing pupils

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- The LT will determine the involvement of parents if appropriate
- Short- and long-term support will be offered to those affected
- There may need to be an evaluation of the way in which the incident was managed

## APPENDIX 1

### Summary of key point from Critical Incident, Evacuations and Lockdown Plan

In the Event of a Major Incident a plan will need to be put into place and will include:

#### **Initial Response**

- The Head should be contacted first (if not available the Deputy Head)
- The Head (or Deputy Head) should seek to clarify from relevant sources the nature and circumstances of the incident
- The LT (or SEMT if convened) will meet at the earliest opportunity and agree on procedures for managing the critical incident
- If the incident is on site, health and safety measures will be put in place and the emergency services contacted

#### **Longer Term Issues**

- School structures and routines will be re-established
- Supportive strategies for pupils and staff will be implemented
- There will be ongoing contact with parents
- Actions taken will be reviewed and policies amended if appropriate
- The PSHE and pastoral programmes will be reviewed if applicable
- Staff will be mindful of anniversaries and other special dates

The use of appropriate outside agencies is crucial to providing long term support as is the use of appropriately trained members of staff who are known to those in need of help.

#### **Preventative Strategies**

- Regular review of relevant policies e.g. *Safeguarding, Health and Safety, Fire Safety, Critical Incident, Evacuation and Lockdown Plan, Lockdown Policy and Emergency School Closure Policy.*
- First Aid training
- Fire and Lockdown Drills
- PSHE Programme

All members of the Leadership Team must:

- be aware of the roles of each part of the plan to enable the school to react swiftly and accordingly
- have contact numbers of each other for 24-hour contact
- in the event of a school trip /visit, have access to a list of names for staff and pupils.
- have a register of emergency services and relevant outside agencies

Relevant members of the secretarial staff will have a register of emergency services and relevant outside agencies  
Emergency evacuation drills are familiar to all members of the school community and practiced regularly

Opportunities to explore sensitive issues such as tragedy and death will be built into the PSHE and assembly programmes