

Critical Incident Policy

Meanwood Church of England Primary School



Approved by:	Jamie Chapman	Date: September 2024
Last reviewed on:	September 2025	
Next review due by:	September 2026	

Critical Incidences.

As part of our Health and Safety policy, Meanwood CE Primary School has emergency planning procedures in place to deal with critical incidents. This includes Invacuation, Lockdown and Evacuation procedures.

What is a Critical Incident?

A Critical incident is any sudden, unexpected event that is distressing to pupils and/or staff, it may involve violence, a serious accident, a chemical leak, fire, flooding or major vandalism.

The response to the critical incident should be viewed as sensible and proportionate in relation to the level of threat to children and staff within WSP.

Invacuation.

Notification:

If feasible, a member of SLT will alert each teacher to the fact that the school needs to invacuate. If this is not possible or unsafe, the school bell will sound in five long bursts or any member of staff may blow a whistle in **five long bursts**. Once heard, other members of staff blow their whistle in the same way to alert as many others as quickly as possible.

- **Immediately** adults in the classroom ensure children are moved away from windows to an agreed 'safe' area in the class which is below window height. The class stay in this safe space until it is deemed safe to move to other areas of the class – this will be communicated to teachers by a member of SLT in person. Further communication would be via the teacher's WhatsApp group. The teacher and all adults ensure all doors, windows in classes are locked, blinds down. (If blinds do not fully close, cover the windows, where possible), lights turned off, white boards switched off).
- Any open doors/windows in shared areas to be closed by an adult.
- Children sit in silence, unless told otherwise by a member of SLT.
- One adult from each class checks children's toilets near their classes and helps children to make their way back to class quickly and quietly.
- Any class outside immediately comes into school, via the nearest exit, closing all external doors.
- All staff can receive texts on the school WhatsApp group so teachers need to be alert to any texts arriving. If necessary and deemed safe, teachers must use this means of communication to alert others to any potential dangers in their area.
- No one should move about school until given permission by a member of SLT.
- Children and staff to remain within their safe space or classroom until informed by a member of SLT as to next steps or until informed that the invacuation is no longer deemed necessary.

To Note:

- If, when an invacuation takes place, children are away from class and in the main building and the adult with them deems it safe, they can be quickly taken back to class.

- SLT/Office staff to check main entrance, adult toilets, be responsible for children who may have been sent for first aid.
- It is the responsibility of the teacher to make a note on the white board of the number of children in their class each morning, so a headcount can immediately take place in the event of Invacuation. (Staff must be aware who is at the toilet or out of class). If a member of staff is with a child, away from the class (first aid, intervention etc.) they will take them back to class if possible. If this is not possible, they will find a safe space in school and communicate via the WhatsApp group.
- At any point during the invacuation, the situation may change and a lockdown or (silent) evacuation may be necessary. Teachers must be alert to new communications, either via the WhatsApp group or by ten whistle blows or by ringing the school bell in 10 long bursts.

Lockdown.

Notification:

If feasible, a member of SLT will alert each teacher that the school needs to go into immediate lockdown *by the use of a word shared with staff prior to the start of each term*. If this is not possible or unsafe, any member of staff will blow a whistle in one continuous burst and/or the school bell will be rung on one continuous burst. Once heard, other members of staff blow their whistle in the same way to alert as many others as quickly as possible. At the end of the lockdown, a member of SLT will alert staff by knocking on doors and verbally communicating that it is safe to come out via the use of the 'safe,' word.

- **Immediately** adults in the classroom ensure children are moved away from windows to an agreed 'safe' area in the class which is below window height.
- The teacher and all adults ensure all doors, windows in classes are locked, blinds down. (If blinds do not fully close, cover the windows, where possible), lights turned off, white boards switched off.
- Any open doors/windows in shared areas to be closed by an adult.
- Children adopt lockdown position.
- One adult from each class checks children's toilets near their classes and helps children to make their way back to class quickly and quietly (if possible) or stays in the toilets with them.
- Any class outside immediately comes into school, via the nearest exit, closing all external doors.
- All staff can receive texts on their phone from SLT via school WhatsApp group so teachers need to be alert to any texts arriving. If necessary and deemed safe, teachers must use this means of communication to alert others to any potential dangers in their area.
- No one should move about school.
- Children and staff to remain in lock down position until informed of next steps by a member of SLT.

To Note:

- If, when Lockdown takes place, children are in the library area and the adult with them deems it safe they can be quickly taken back to their class, otherwise ask them to sit on the floor or under the desks. Doors must be locked or barricaded.
- If children are in the hall and it is safe, take them back to class. (The hall has large windows). Otherwise, they can be taken into the PE stock cupboard or stock cupboard near the kitchen.
- SLT/Office staff to check main entrance, adult toilets, be responsible for children who may have been sent for first aid.

- It is the responsibility of the teacher to make a note on the white board of the number of children in their class each morning, so a headcount can immediately take place in the event of a Lockdown. (Staff must be aware who is at the toilet or out of class). If a member of staff is with a child, away from the class (first aid, intervention etc.) they will take them to the nearest class or 'safe place,' until the lockdown situation ends.
- Immediately after the lockdown, a register must be taken to ensure all children and staff are accounted for. If this is not the case, the SLT must be alerted and must alert the Head teacher.
- At any point in the lockdown, the fire alarm may sound to evacuate the building or the whistle pattern may be heard to switch to invacuation (5 long bursts of whistle blowing or 5 long bursts of the school bell) or silent evacuation. Staff must be vigilant regarding the validity of these signals and around why the lockdown was originally put in place.

Responsibilities:

The Head teacher (or a member of SLT) will take overall responsibility for coordinating the response to an emergency situation.

The School Emergency Management Team is established and consists of the:

- Head teacher (Overall responsibility);
- Business Manager (to contact emergency services – responsibility for 'grab bag')
- Site Manager (to support the Head teacher and aid the emergency services where appropriate);
- Class teachers (support the children and staff in each class and send WhatsApp messages if they can provide updates on the ongoing situation);
- After the invacuation, lockdown or evacuation, the Head teacher or an SLT member will make the decision what communication needs to be shared with families via text, email or letter.

In an emergency situation, staff take whatever action they deem is necessary to protect the children.

Try and keep calm at all times as the children will be following your example.

Remember:

- Close all windows, doors, blinds/ Communication;
- Lock up (Barricade doors if necessary);
- Out of site;
- Stay silent;
- Ensure you can communicate/Endure (this may take up a chunk of time).

Evacuation:

If a fire breaks out in school, it is the responsibility of whoever sees this first to raise the alarm by breaking the glass boxes situated around the school.

All staff must be aware of all exit points within school. Fire Evacuation plans are clearly displayed in all classes, and it is an expectation that staff know where these are.

On hearing the fire alarm the following staff procedures/duties will take place:

Teachers and Assistants:

- On hearing the fire alarm the teacher/assistant will ask the children to stand up in silence and make their way to the nearest exit.
- Children will be taken through the nearest fire exit. if this is not possible, the next available exit must be sought.
- Assistants to check toilets/other agreed communal areas (the Designated Fire Safety Marshalls are responsible for this taking place).
- Office staff and SLT must pick up their walkie talkies.
- Children **must** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- Children must be evacuated to the agreed assembly points (top playground: all year groups). All school kitchen staff must also gather on the top playground away from the building.
 - Teachers conduct a head count to ensure all pupils are accounted for.
 - Teachers check children against the fire register and immediately inform SLT if anyone is missing via the walkie talkies.
 - Once a class is accounted for, teachers communicate with SLT and fire marshalls.
 - Assistant Headteachers and fire marshalls informs the Head teacher if all children and adults are accounted for.

To Note:

- Unless otherwise informed that a fire drill is to take place, the Business Manager will on hearing the alarm, pick up the Grab Bag and will go directly to the fire panel to see where the alarm has been triggered, contact the Fire Brigade (999) on her personal mobile phone. She will support with the Fire Officers upon their arrival in any way she can. If she is unavailable, the site supervisor will alert the fire brigade.
- The site supervisor will open the school gates awaiting the Fire Brigade.
- Visitors in school must assemble with the class they are working with and this must be reported to the SLT on the top playground.
- The Office Administrator is responsible for ensuring registers are taken outside and quickly given to staff.

No-one may re-enter the buildings until they have been given the all clear by The Head teacher.

Silent Evacuation.

To Note:

In some cases, it may be necessary to carry out a silent evacuation of the school premises. In this case, no alarm or electrics will be used. Staff will be notified either by a member of SLT informing them by using the words, 'Silent Evacuation- please leave the building'. This will be passed on by each member of staff.

- The teacher/assistant will ask the children to stand up in silence and walk to the nearest fire exit.
- Children will be taken through the nearest fire exit. if this is not possible, the next available exit must be sought.
- Assistants to check toilets/other agreed communal areas (the Designated Fire Safety Marshalls are responsible for this taking place).
- Office staff and SLT must pick up their walkie talkies.
- Children **must** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- Children must be evacuated to the agreed assembly points (top playground).
- All school kitchen staff must assemble on the top playground.
- Teachers conduct a head count to ensure all pupils are accounted for.

- Teachers check children against the fire register and immediately inform SLT if anyone is missing via the walkie talkies.
- Once a class is accounted for, teachers communicate with SLT and fire marshalls.
- Assistant Headteachers and fire marshalls inform the Head teacher if all children and adults are accounted for.

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No-one may re-enter the buildings until they have been given the all clear by The Head teacher.

Remember:

Invacuation – 5 long bursts of the school bell or whistle (pass it on).

Lockdown - 1 continuous burst of the school bell or whistle (pass it on). Know the password.

Evacuation – Continuous fire bell.

Silent Evacuation – SLT “Silent evacuation, please leave the building”.

Fire Marshalls – sweep designated area, communal areas and toilets

Rec: Una Milestone

Year 1: Carol Ward

Year 2: Rachel Jackson

Year 3: Fiona Ratcliffe

Year 4: Olivia Lovell

Year 5 + Hollies: Jack Martin

Year 6: Anna Goldthorpe.

Computer Suite/Music room: Kathryn Monk.

Main Office: Hazel Core.

Kitchen: Gosia Rudge.

For any occupants with a hearing impairment, there will be a buddy system so they are with a member of staff.