**Critical Incidents Policy**

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| **Cited by** | **Review date** |
| **Emma Shaw** | **July 2025** |

**Contextual Information.**

Park Lane School caters for pupils aged 2-19 that have severe and complex learning difficulties. Some of the pupils have additional difficulties including visual and hearing impairment, Autism, physical, behavioural and medical needs. The school forms part of the special education provision for the east of Cheshire and takes pupils from Wilmslow, Knutsford, Poynton and Congleton.

**Rationale and Definition.**

“Handling crisis is a normal part of school life. Some incidents, however, are of a more critical and overwhelming character in which staff, pupils and parents may experience acute, even prolonged distress”.

(From CIAS Managing the Response to Critical Incidents in Schools).

A critical incident can be:

An incident resulting in the death of a pupil or colleague.

A very emotional incident.

An incident that attracts the attention of the media.

An incident that involves a serious threat.

An incident which involves extreme circumstances that result in a high level of emotional reaction in an individual, surpassing their ability to cope.

Critical incidents may happen:

In school.

Out of school.

On residential visits

On educational visits.

A major incident can be shocking and disorientating so prepared procedures are essential.

In the event of a critical incidentPark Lane School will:

Follow procedures set out by Cheshire East Council.

Follow procedures set out in Critical Incidents guidelines.

Ensure all staff know the procedures to be followed in the event of a critical incident.

Inform all persons affected by the incident.

Ensure that support is given to those affected by the incident.

**Aims of the Policy.**

The aims of the policy are:

To identify procedures for dealing with a critical incident.

To identify a critical incident management team.

To identify the responsibilities of the CIMT.

To have a sequence of action.

To ensure there is an effective system of informing all those concerned.

To share good and consistent practice with other special schools.

**Procedures.**

The critical incident folder will be kept in the school office. Copies of procedures will be placed in the pool area and school buses

All members of the CIMT, which will comprise of the SLT, will receive time to familiarise themselves with the procedures.

The procedures will form the basis of the management of the incident.

The Headteacher will ensure that basic information, contact lists, communication procedures are in place, known to all key staff and kept up to date.

The school will carry out simulation exercises to explore how a critical incident may unravel.

The Headteacher will ensure all staff and Governors know the location of the CIMT files in the school office.

The policy is kept in the policy files that are kept in the school office and reception area.

The CIMT will meet twice a year to review procedures.

Only the headteacher) or chair of governors is to speak to the press. All other members of staff should refer the press to those people. Advice should be sought from the Media Office-Cheshire East before speaking to the press.

The headteacher should immediately contact, and if possible call an emergency meeting with, the chair of governors and other member of the SLT.

**Gather Information**

* What has happened?
* Where and when?
* Who is involved?
* What action has already been taken eg. Ambulance called
* Location of any injured person and contact number of adult present
* Who has been informed?
* What has been said?

**Emergency Meeting HT, DHT, C of G, other members of SLT**

During this meeting it will be decided:

* Who to contact in the LA – contact numbers attached
* What other agencies need to be involved eg. Local Health Authority
* What staff need to know and do next – Class lists and contact numbers are attached, teachers should only contact parents if directed to by a member of the Emergency Planning Group as mentioned above.