



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health & Safety Policies

Disaster and Critical Incidents Policy

Definition of a Crisis

In school

- The death of a pupil or member of staff
- A traffic accident involving a pupil or staff member
- A deliberate act of violence such as a knifing, use of a firearm or sexual abuse
- A school fire or explosion
- Expulsion or suspension of a pupil or member of staff
- Removal from school of a pupil by an unauthorised party
- Disappearance of a pupil while in our care

Out of school

- Deaths or injuries on school visits
- National or local crisis

Dealing with a Disaster at School

- The member of Staff discovering the problem must request immediate contact of the Emergency Services at the Office and ring the Fire Alarm if appropriate (eg. Poisonous gas from the swimming pool; serious gas escape in the School).
- The Head or person in charge must then be informed.
- The person in charge should stay in one place where the rest of the School can contact them. (Office)
- In circumstances such as a bomb threat, the school may evacuate. Registration takes place and the school then proceeds to the Catholic Church / St Peter and Paul Church and stays there until the all clear is given

Intruder on the Premises

- ***In this event the School bell will be rung with continuous short rings which inform staff to keep children in the classroom. This will cease when normal activity can be resumed.***
- ***It may be more appropriate to run a silent evacuation using a card system to alert people to danger.***
- The Head or person in charge will decide what necessary action is to be taken.
- In extreme cases staff should use own initiative and call the emergency services themselves.
- A member of staff should meet the emergency services when they arrive on site. The emergency services will ultimately take control.

Aggressor entering a room (gun / knife)

Lay down on the floor and keep quiet, do not look make eye contact

Do not scream or speak as this excites them

By doing the above you have submitted to him / her.

Pupils in adjoining rooms do likewise and remain quiet and still until given the all clear.

Remain as still and quiet as possible

Casualties

Where a disaster involves casualties on the School grounds the Headteacher, or member of Staff in charge should:

- Take names of those injured
- Know the hospital to which they are taken
- Inform parents

Where deaths have occurred parents should be told in person as soon as possible by the Headteacher, or member of Staff in charge, after it has been verified by the Police or Medical Practitioner.

School Closure

- This will only occur if deemed necessary by Headteacher or person in charge
- Any pupil being taken home by parents must sign out as normal
- No child would be sent home without parents / guardian collection

Briefing Staff and Pupils

Any briefing should include the following:

- A factual account of the problem / incident
- Details of any arrangements necessary
- Information on coping with the media
- Pupils should not talk to the media unless arrangements have been made by the Headteacher or Senior member of Staff
- When necessary daily bulletins will be issued to Staff and pupils via parent mail

Sources of Help

Staff, pupils and parents may need help coping with problems

The following should be contacted for assistance:

| Useful Contact | Name | School / Work Telephone | Home Telephone | Mobile |
|--------------------------|---------------------------------------|-------------------------|----------------|---------------|
| Headteacher | Sr Francis Ridler | 01760 721330 | 01760 722280 | |
| Sister Superior | Sr Thomas More | 01760 724577 | | |
| Bursar | Mr E Howard | 01760 724577 | 01362 696371 | 07880 542 632 |
| Police | Kings Lynn | 01553 691211 | | |
| Cottage Hospital | Swaffham | 01760 721363 | | |
| Queen Elizabeth Hospital | Kings Lynn | 01553 766266 | | |
| Social Services | West Norfolk Area Children's Services | 01553 669330 | | |
| Local Priest (Catholic) | Fr Gordon Williams | 01760 721418 | | |
| Local Vicar (Anglican) | Revd Timothy Lawes | 01760 721373 | | |
| Chairman of Governors | Mr Robin Gregory | 01760 721330 | 01279 771525 | 07715592704 |

Early Years ring Critical Incident Support Line 07623 912974

Traumatic incidences should be discussed in a controlled way

- By Staff with the Headteacher
- By Form Teachers or Headteacher to classes involved

Media

The Headteacher or person in charge prepares a statement for the media.

It is **unwise** for anyone else to speak to the media unless delegated by the Headteacher.

Funerals

Consideration may be given to school closure if it is for a member of staff or pupil

Representatives of Staff and pupils may be given permission to attend

See also Bereavement Policy

Health & Safety

In the event of damage to building - water, gas and electricity should be isolated and tested before reuse.

Monitoring and Review

Policy to be reviewed regularly by Senior Management

Prepared 1996: Nov 2012, Nov 2013, Feb 2016, next review Feb 2017

In the event of a Disaster on an Excursion or Trip

1. Establish the nature and extent of the emergency
2. Make sure all other members of the party are accounted for and are safe
3. If there are injuries, establish and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety.
4. Call the appropriate emergency services.
5. Advise other party staff of the incident and of actions taken. Decide who is in charge of the group and responsibilities to be undertaken by each adult member of the group.
6. Ensure that an adult accompanies any casualties to hospital. Ensure party staff knows name of hospital and destination.
7. Ensure that remaining pupils are adequately supervised.
8. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
9. Contact the senior member of staff on the excursion, who should contact the Headteacher / Deputy Headteacher.

Control access to telephones until the senior member of staff has contacted parents / others directly involved.

Give full details of the incident to the Headteacher / Deputy Headteacher, including:

- Nature, date, location and time of the incident
- Details of injuries and so on.
- Names and home telephone numbers of those involved
- Action taken so far
- Telephone numbers for future communication

10. Do not discuss matters with the media
11. The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Do not discuss legal liability
13. Ensure accident forms are completed as soon as possible
14. Contact with parents will be made by the Headteacher / Deputy Headteacher.