



Critical Incident Management Policy and Plan

23 04 20 – This CIMP has been reviewed and is currently being used during the Covid 19 crisis. Areas highlighted in italics need to be reviewed but are not considered urgent in the current context. The Policy will be reviewed again in the first term of the next academic year.

Preamble

The key to managing a critical incident is planning. The King's Hospital School has developed a policy in relation to critical incident response. The National Educational Psychological Service (NEPS) encourages schools to develop a Critical Incident Management Plan, outlining who will do what in the event of a tragedy. In light of this, The King's Hospital School has established a Critical Incident Management Team (CIMT), which will take responsibility for steering the development and implementation of a Critical Incident Management Policy and Plan (CIMP).

Critical Incident Policy

"The King's Hospital School aims to create a safe, happy and stimulating environment."

The Board of Management, through the auspices of the Senior Leadership Team (SLT) has drawn up a CIMP as one element of the school's policies and plans.

Critical Incident Definition

The management and staff of The King's Hospital School recognise a critical incident to be:

"an incident or sequence of events that overwhelms the normal coping mechanism of the school".

Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include:

- The death of a member of the school community, a near relative, or a close friend through accident, violence, suicide or suspected suicide or other unexpected death
- Serious illness, serious injury, attempted suicide, or abuse of a member of the school community, a near relative, or a close friend
- An intrusion into the school
- An accident involving members of the school community
- An accident/tragedy in the wider community
- Disasters caused by nature, accident, or criminal activity which impact on the school or its community
- Serious damage to the school building through fire, flood, vandalism, etc.
- The disappearance of a member of the school community, a near relative, or a close friend

Aim of the Critical Incident Management Plan

The aim of the CIMP is to help School management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support

is offered to students and staff. Its aim is also to ensure that the effects on the students and staff are limited, and to enable us to effect a return to normality as soon as possible after the incident.

Creation of a coping, supportive and caring ethos in the School

Systems have been put in place to help build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community:

Physical Safety

- *Evacuation Plan has been revised and we will review plan with H&S consultant*
- Regular Fire Drills occur, of which records are maintained by Fire Officer
- Fire exits are checked regularly by the Facilities Team and Fire extinguishers are checked annually by an external company.
- A copy of the layout of the school premises is displayed in the main school building, with exits clearly highlighted. External doors to/from dormitories / changing rooms on keypads
- Regular safety checks are made on Laboratories, Practical classrooms etc.
- Phones fitted in dormitories for immediate contact with Medical Department
- *Staff members and students are to be informed as to best practice if dealing with intrusion into classrooms, dormitories or other sensitive areas of the school*

Psychological Safety

- Social, Personal and Health Education (SPHE) is integrated into the work of the school. It is addressed in the curriculum by addressing issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and prevention of alcohol and drug misuse. Promotion of mental health is an integral part of this provision. Staff members have access to training for their role in SPHE. *[CHECK: Training Certs in SPHE planning folder]*
- Staff members are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures.
- Books and resources on difficulties affecting the primary/post primary school student are available. *[CHECK: School Library, Guidance Department notice board, Sports Centre, Nurses station notice board and Pastoral Care Team]* Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety.
- *Staff members are to be informed in the area of suicide awareness and some are trained in interventions for suicidal students.*
- The School has developed links with a range of external agencies. Staff are informed how to access support for themselves *[Employment Assistance email from CU to staff]*.
- Inputs to students by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers.
- The School has a clear Anti-Bullying Policy, and deals with bullying in accordance with this policy.
- There is a "Safety Circle" Care system in place in the school. Students who are identified as being at risk are referred to the designated staff member (e.g. school counsellor, chaplain, guidance counsellor, nurse, or another member of the safety circle), concerns are explored and the appropriate level of support is provided. Parents are informed, and where appropriate, a referral is made to an appropriate agency.

Critical Incident Management Team

A CIMT has been established in line with best practice. The members of the team will meet annually to review and update the policy and plan. Each member of the team has access to the CIMP through a shared google drive.

- See Appendix 1 for key team roles

Critical Incident Response

Please see appendix 2 for response with supporting checklist and guidance:

- Short Term Actions – Day 1 – Immediate Response
- Medium Term Action Response – Day 2 and days following
- Long Term Follow-up Action Response – Beyond 72 hours

Record Keeping

In the event of an incident each member of the CIMT will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, materials used etc. The Principal's PA will have a key role in receiving and logging telephone calls, sending letters, photocopying materials etc. All records will be collated by Team Leader and stored in a folder in the Principal's PA's Office.

Confidentiality and good name consideration

The Senior Leadership Team and staff of The King's Hospital School have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequences of any public statements. Staff members will bear this in mind, and will seek to ensure that students do so also.

The term 'suicide' will not be used unless there is solid information that death was due to suicide, **and** that the family involved consents to its use. The phrases '*tragic death*' or '*sudden death*' may be used instead. Similarly, the word 'murder' should not be used until it is legally established that a murder was committed. The term '*violent death*' may be used instead.

Consultation and communication regarding the plan

All staff, and student and parent representatives are to be consulted as part of the review of this policy during the first term of the next school year.

Our School's policy and plan in relation to responding to critical incidents is available to be downloaded on the school's website.

Critical Incident Evaluation and Review

Evaluating the response to a critical incident and amending the CIMP appropriately is essential. Wpolicy will be reviewed immediately after an incident, and when it is fresh in the minds of those involved, OR every three years in the absence of an incident.

- Evaluate the response to the incident and amend the CIMP as appropriate
 1. What went well?
 2. Where were the gaps?
 3. What was most/least helpful?
 4. Have all the necessary onward referrals to support services been made?
 5. Is there any unfinished business?
- Formalise the CIMP for the future

Policy Review

All new, and temporary, staff members will be informed of the plan as part of their induction.

The Policy will be reviewed annually in September to ensure all information is up to date.

The next full review of this Policy will be during: Michaelmas Term 2020

Signed: Angus Pott Date: 29/4/20
Chairman of Board of Management ~~Principal/Headmaster~~

Signed: M. Rowe Date: 7/5/20
~~Principal~~ Principal/Headmaster

[Reviewed – 23 April 2020]