



# Critical Incidents Policy

<b>Approved by :</b>	<b>Local Governing Body</b>
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The Governing Body is committed to ensuring staff, students, volunteers, visitors and contractors enjoy a safe working and learning environment. The aim of this guidance is to reduce the impact of critical incidents on staff and lessen the likelihood of long term detriment by means of a consistent, co-ordinated and effective support mechanism.

A critical incident is defined as any situation faced by an individual that causes them to experience unusually strong reactions that can interfere with life at work and/or home. It is something a person experiences which is outside the range of usual human experience and that would be significantly distressing to anyone.

This guidance supports the organization in meeting the requirements of health and safety legislation as specified in the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1992. These place a 'duty of care' on organisations, with an onus on assessing all risks to staff and putting in place measures to reduce them as is reasonably practicable in the circumstances.

This document has also been drafted to comply with the principles of the Human Rights Act.

### **Definition of a Critical Incident**

The definition of a Critical Incident is:

“any incident where the effectiveness of the school’s response is likely to have a significant impact on the confidence of the victim, their family, staff, students and/or the local community”

### **Categories of Critical Incident**

The following is a list of examples and is not exhaustive as the definition relates to the individual’s perspective.

#### **Internal**

- An assault by a student on a teacher, member of support staff or visitor. The nature of the assault and level of injury to be considered.
- An assault by a member of staff on another member of staff.
- An assault by a member of staff or visitor on a student.
- Inappropriate behaviour between students.
- Inappropriate behaviour between staff which, if students, parents or the press were made aware of could have a negative impact for the school.
- Students in possession of weapons or drugs.
- Closure of the school due to accidents or criminality
- Anything that could cause an adverse press report

#### **External**

- A member of staff being arrested
- A student being arrested

- Forced marriage or honour based violence
- Pregnancy of a student
- The death, or more precisely the circumstances of the death, of a member of staff or student.
- Radicalisation
- Press Articles

### **Roles and Responsibilities**

#### **Headteacher**

The Headteacher has overall responsibility and oversight in critical incidents.

#### **Senior Leadership Team**

- To provide access to staff for education or support to be delivered
- To provide defusing information to line managers
- To ensure that a debrief takes place following a critical incident
- To ensure appropriate staff are trained in critical incident debriefing, or can access this through the Council and can assist in post-traumatic debrief

#### **Members of Staff**

- To identify a critical incident at an early stage
- To partake in the investigation of an incident if appropriate
- To provide a verbal and written account including any supporting documents
- To participate in a debrief
- To maintain confidentiality

**Staff to be mindful of accurate recording as any document may become 'disclosable' at a later date due to the very nature of the incident.**