CLAREMONT
FAN COURT SCHOOL

CRITICAL INCIDENT POLICY

Date of policy review: Spring Term 2026
Next Review: Autumn Term 2026

Critical Incident Policy

Following the imminent introduction into legislation of Martyn's law and, in any case, to adhere to best practice to protect the safety and wellbeing of all those using or visiting the school site or those engaged in activity connected to the school, the Governors wish to ensure that the school has in place a Critical Incident Policy and Plan to:

1) Respond quickly to and deal effectively with any incident on the school site or involving the school offsite;
2) Manage efficiently its co-ordination with external agencies;
3) Manage effectively any post-incident support; and
4) Return the school to normal activity as safely and quickly as possible.

This policy is designed to ensure an effective framework is in place in the school for dealing with critical incidents, however unlikely these may be to occur.

The school considers a critical incident to be:

"Any sudden event or emergency involving one of its schools (in or out of hours) where the effectiveness of the school response is likely to have a significant impact on the school and possibly local community and other stakeholders".

This policy is to be read in conjunction with The Critical Incident Plan and is designed to help the school staff manage these incidents when they occur. The Critical Incident Plan is not released to the broader public through the school's website but is available upon request by parties connected to the school: e.g. teachers, parents and third parties using the school's site for activities.

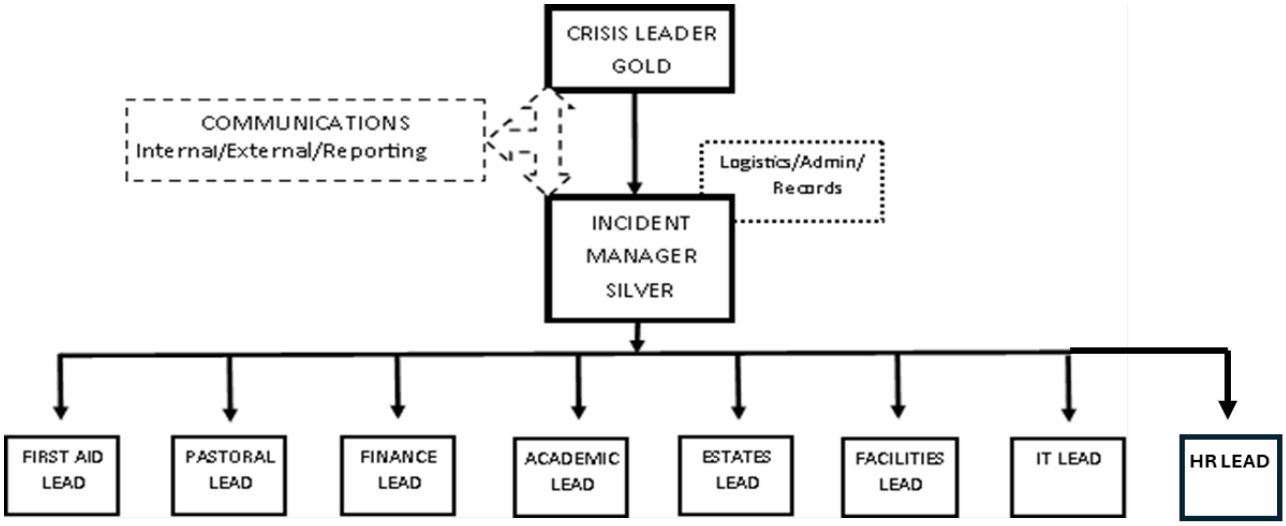
In the event of a critical incident occurring, the Board of Governors has established the following priorities to be addressed by the school's incident management team (IMT):

- Minimise or eliminate any danger or risks to individuals;
- Contain the incident and work effectively with emergency services;
- Assist in any investigation and ensure the school acts in a lawful manner;
- Look after the emotional wellbeing of the school community and communicate with the wider community, parents, and key stakeholders;
- Restore normality as soon as possible.

Decision making structure

To ensure a coherent and co-ordinated response to any critical incident, a decision-making structure that is distinct and separate to the normal management structure will be used. The following structure applies to an incident occurring during term time. For an incident outside of normal school operating times, a "stripped down" version of this structure will be applied, determined principally by who is onsite at the time and which elements of the school's management team are immediately available.

The Incident Management structure set out below, outlines the minimum number of roles required for ***an initial activation***. Additional roles may be required as the incident progresses.



Training & Testing

The Board of Governors is committed to ensuring that all members of the school's Key and Senior Leadership Teams (KLT and SLT), and staff who are members of the school's Incident Management Team (IMT) receive appropriate professional development training and participate in an annual exercise to rehearse implementing the procedures set out in Part B.

Crisis Leader (GOLD) – Role and Responsibilities

The Head (or their deputy if the Head is unavailable), as Crisis Leader, will be responsible for overseeing the school's response by determining resourcing levels, appointing a person to be the Incident Manager and undertaking strategic stakeholder engagement.

In the initial stages of an incident, or until notified otherwise, the strategic priorities will be:

1. Preserve Life.
2. Minimise damage / loss to buildings.
3. Ensure welfare of staff and pupils.
4. Resume designated critical activity.
5. Return academic activity to normal, within allocated resourcing levels.
6. Protect the local reputation and standing of the school.

Gold will also liaise with relevant external agencies and determine the school's communication plan during the incident. Parents will be kept informed as much as possible throughout an incident but to enable successful management of the incident, they will also be requested to keep communication with the school to a relative minimum. This is solely to prioritise "bandwidth" for internal and external communications related to incident management.

Resolution and de-brief

The response required to return the school to normal activity, in the aftermath of a critical incident, may require activity to extend over a considerable time.

Once the Crisis Leader is satisfied that any on-going action required can best be accomplished through the school's day-to-day management structure, the critical incident should be declared finished and the IMT stood down.

If appropriate, and prior to formal notification of being stood down, the Crisis Team should attend a "hot" de-brief session which should be held no later than 3 days after the initial incident.

The Crisis Leader will then organise facilitated debriefing sessions for all staff members and students to discuss the incident and to give them the opportunity to process emotionally their experiences. This also provides an opportunity to assess whether follow-on support or counselling is appropriate.

A written report of the lessons learnt from the response to the Critical Incident will be made and any recommendations incorporated into changes to the Critical Incident Plan.

Ongoing Support

The Board of Governors is aware there is a requirement to support the emotional and practical needs of individuals within the school's community following a critical incident and will, as far as is reasonably practical, ensure that appropriate support is put in place for as long as it is needed.