



Cheadle Hulme School

## **CRITICAL INCIDENT POLICY**

**Please also refer to Equality & Diversity Policy**

**This Policy is applicable to all pupils in the School  
including those in an EYFS setting**

**Please follow this link for the relevant procedure on the School's intranet: Critical Incident Procedure; Lockdown Procedure; School Closure Procedure for Staff; School Closure/Severe Weather Procedure - Guidance for Parents;**

Cheadle Hulme School defines a Critical Incident as a sudden, unexpected or tragic event or sequence of events which may:

- occur at any time
- cause trauma and confusion within the School community
- present a severe hazard to School activities, pupils, staff, parents, Governors or the School premises and site and where there may be potential for major harm
- result in evacuation of the site and/ or catastrophic failure of normal School systems and functions
- overwhelm normal coping mechanisms
- involve events beyond the School premises or CHS community but impact on the physical or emotional well-being of members of the CHS community

While the School cannot prevent every possible circumstance of extreme threat to the safety of those at the School, procedures will be put in place to address the main issues likely to be common to many types of major critical incidents. These Critical Incident/Emergency procedures will be located so that they are readily accessible regardless of the timing, location or circumstances of the Critical Incident and will be reviewed at least annually to ensure that the School:

1. has policies, procedures and strategies to minimise the risk of preventable incidents occurring and demonstrate full compliance with Health & Safety, Child Protection and other regulatory requirements;
2. has a Critical Incident Management Plan and a Critical Incident Management Team (CIMT) who undergo training designed to help implement the Plan effectively;
3. can maintain its duty of care and protect the physical and emotional well-being of every member of the CHS community;
4. responds in a sensitive, consistent and effective manner which reduces confusion, panic and extreme emotion;
5. reacts quickly, effectively and appropriately to any incident and that relevant personnel undertake their designated tasks competently;
6. can rapidly contact any relevant external agencies or individuals should it be required as a consequence of any Incident;
7. can minimise educational and administrative disruption within the School;
8. enables normal working to be resumed in the shortest possible time;

9. regularly reviews what might constitute a Critical Incident, and the likelihood of occurrence of any such incident, as part of its risk assessment processes and considers how the School would respond to different types of Incident;
10. can objectively review the effectiveness of its response if a Critical Incident does occur.

Date of approval by Governors:

July 2016

Date of approval by Head and Second Master

July 2016

Proposed review date:

June 2017

Governor Group responsible:

Legal and Compliance

SLT member responsible:

Head

Relevant Procedure:

Critical Incident Procedure;  
Severe Weather Procedure - Staff;  
Severe Weather Procedure - Students & Parents