



# Bomb Threat and Critical Incident Policy

September 2017

## Vision and Mission

Our vision is that every single member of our community will love, learn and grow together. This is achieved by:

- Celebrating what we are good at
- Challenging ourselves and doing our very best in our work
- Loving and respecting ourselves and each other
- Knowing that we are loved for being just how God made us
- Accepting that everyone is special



## Introduction

St John Fisher School aims to protect the well being of its children and young people and staff by providing a safe and nurturing environment at all times.

The Senior Management Team, through **Mr F. Barratt**, has drawn up a CIP as one element of the school's policies and plans. Our aim is to establish a CIMT to steer the development and implementation of the plan.

## Definition of a 'Critical Incident'

The staff and management of St John Fisher recognise a critical incident to be "an incident or sequence of events affecting pupils, staff or property requiring immediate responsive action beyond that which could be reasonably expected from the school's management team during the day to day running of the school."

Critical incidents may involve one or more children and young people or staff members, or members of the local community. Types of incidents might include:

- The sudden death of a member of the school community
- An accident involving pupils or staff on or off the school premises
- A physical attack on staff or children and young people or intrusion into the school
- Serious damage to the school building through fire, vandalism, floods etc.
- A potential threat to the school through malicious or authentic intent (e.g. bomb scare)



- The disappearance of a member of the school community
- An accident or tragedy in the wider community
- An incident in the neighbourhood (e.g. fire, threat of explosion, severe road traffic accident)

## **Aim**

The aim of the CIP 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 children and young people and staff. Having a good plan will ensure that the effects on the children and young people and staff will be limited. It will enable us to effect a return to normality as soon as possible.

## **Creation of a coping supportive and caring ethos in the school**

We have put systems in place to help to build resilience in both staff and children and young people, 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**

To ensure the safety of the children and staff at St John Fisher we will monitor the physical environment of the school by:-

- Health & Safety policy (Updated annually)
- Formulation of an Evacuation plan
- Regular fire drills
- Ensuring that Fire exits and extinguishers are regularly checked
- Ensuring pre-opening supervision in the school yard- 10 minutes before the start of the school day, staff member at the school gates to ensure all the children are safe.
- Front gate locked during school hours
- School doors locked during class time
- Rules of the playground

### **Psychological safety**

The management and staff of St John Fisher aim to use available programmes and resources to address the personal and social development of children and young people, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion.



- Social, Personal and Health Education 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 have access to training for their role in Social, Personal and health education
- Two members of staff are trained facilitators in the FRIENDS programme- A intervention to support and promote positive mental health (Recommended by WHO and DfE)
- Staff are familiar with 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
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety
- Staff are informed in the area of suicide awareness and some are trained in interventions for suicidal children and young people
- The school has developed links with a range of external agencies –
- Inputs to children and young people 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 policy on anti-bullying and deals with alleged bullying instances in accordance with this policy
- There is a pastoral care system in place in the school
- Children and young people who are identified as being at risk are referred to the designated staff member (e.g. guidance counsellor or support teacher), concerns are explored and the appropriate level of assistance and support is provided.
- Parents are informed, and where appropriate, a referral is made to an appropriate agency
- Staff are informed about how to access support for themselves.

### **Critical Incident Management Team (CIMT)**

A CIMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. The members of the team will meet annually to review and update the policy and plan. Each member of the team has a dedicated critical incident folder. This contains a copy of the



policy and plan defines their areas of responsibility and includes materials particular to their role, to be used in the event of an incident.

## **Preparation of CIP**

### **Roles**

Schools need to make arrangements for assigning roles, taking account of such practical issues as school size and the number of staff available. Many schools will do some doubling up of roles. Schools might wish to consider including one or more Governors on the team as well as members of the school's care team if there is one in place. Key roles which need to be covered are as follows:

- Team Leader
- Police/emergency services liaison
- Staff liaison.
- Student liaison
- Parent liaison
- Community liaison
- Media liaison
- Administrator
- Building security management

Outlined below are some points on the key responsibilities of each role. A note on helpful qualities for each role can be found in the text box. However, each school will have to adapt these suggestions to their own circumstances and needs.

### **Team leader**

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Governing Body and Leadership team and other appropriate bodies.
- Liaises with the bereaved family

It is important to nominate a deputy for the team leader



## Police/emergency services liaison

- Liaises with the Police/emergency services
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

In some schools this may be seen as part of the team leader's role

## Staff liaison

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable children and young people
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually

## Student liaison

- Co-ordinate information from staff about children and young people they are concerned about
- Alerts other staff to vulnerable children and young people
- Provides materials for children and young people (see resource materials)
- Keeps records of children and young people seen by external agency staff
- Looks after setting up and supervision of 'quiet' room where agreed

## Community/agency liaison

- Maintains up to date lists of contact numbers of
  - Parents/Carers
  - Members of the Crisis Incident Management Team
  - Emergency support services and other external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies
- Reminds agency staff to wear name badges
- Updates team members on the involvement of external agencies



## Parent liaison

- Visits the bereaved family with the team leader
- Arranges parent meetings, if held
- May facilitate such meetings, and manage 'questions and answers'
- Manages the 'consent' issues in accordance with agreed school policy
- Ensures that sample letters are typed up, on the school's system and ready for adaptation
- Sets up room for meetings with parents
- Maintains a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents

## Media liaison

- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g. children and young people being interviewed, photographers on the premises, etc)
- In the event of an incident, will liaise where necessary with the relevant trade unions etc.
- Will draw up a press statement, give media briefings and interviews (as agreed by school management/Media Team)

## Administrator

- Maintenance of up to date telephone numbers of
  - Parents or guardians
  - Teachers
  - Emergency services
- Takes telephone calls and notes those that need to be responded to
- Ensures that templates are on the schools system in advance and ready for adaptation
- Prepares and sends out letters, emails and faxes
- Photocopies materials needed
- Maintains records

## Building Security Management

- Ensure building security and safety is maintained throughout the incident



- Control access in to and out of the site and school buildings to authorised persons only
- Liaise with emergency services
- Ensure that welfare facilities are maintained (light, heat, water, toilets etc)

## Record keeping

In the event of an incident each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, material used etc. Mrs D. Battams will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

## Confidentiality

The management and staff of St John Fisher have a responsibility to protect the confidentiality of people involved in any incident and will be sensitive to the consequences of any public statements. The members of the school staff will bear this in mind, and will seek to ensure that children and young people do so also. Terminology and disclosures around sudden bereavements will be used with extreme sensitivity and discretion

## Critical incident rooms

In the event of a critical incident,

Staff Room	will be the main room used to meet the staff
Classrooms	for meetings with children and young people
School Hall	for parents
Parish Hall	for media
The Ark	for individual sessions with children and young people
Head Teacher's Office	for CIMT to meet
Fisher Room	for other visitors

## Consultation and communication regarding the plan

All staff have been consulted in the preparation of this policy and plan. Children and young people and parent representatives have also been consulted. Our school's final policy and plan has been presented to all staff. Each member of the critical incident team has a personal copy of the plan. All new and temporary staff will be informed of the details of the plan by

The plan will be updated annually (September)



**St John Fisher Primary - A Catholic Voluntary Academy**  
**Bomb Threat and Critical Incident**