

## STANDARD OPERATING PROCEDURE FOR A CRITICAL INCIDENT

An incident occurs in the Academy which may fall under the remit of critical incident (see response to Critical Incidents Policy)  
Emergency meeting with Principal and designated members of SLT – if decision is made that it is a 'critical incident', following STOP is implemented

Principal assumes overall decision making authority (in his absence, this authority is delegated to the next most senior colleague)  
Emergency meeting called with Critical Incident Team to discuss incident and actions needed. Critical Incident Team to include:  
Principal, Vice Principals, other representatives from SLT if available, Director of Operations, Director of ICT, Business Manager, Operations Manager, Lead Behaviour Director

### Communications

#### Staff

Where it is necessary for partial or full closure, staff issued with a code scarlet message.  
Staff assigned with two-way radios should use the protocols agreed and await instruction  
Communication to the staff through the snow tree, email and learning gateway (Admin team)  
Communication regarding the incident between staff should be kept to the minimum and solely for the purpose of mutual support – staff to be instructed to avoid discussing the incident electronically

#### Governors

Principal to contact chair of Governors or next senior Governor in his absence (telephone no..)

#### DCSF

Principal to advise DCSF of incident and seek support (contact name and telephone no...)

#### Education Bradford

Principal to advise Education Bradford of incident and seek support (contact name and number ..)

#### Students/Parents

Vice Principal to prepare statement for website and local radio – website message to thank parents for support, give an outline of what has happened and outline our strategy  
Admin team to change answer machine message

#### Media

Principal to contact radio stations in event of full or partial closure (local radio numbers)  
Under no circumstances should staff contact, or respond to contacts from the media. The Principal or nominee is the only authorised person to speak to the media regarding the incident.

#### Health and Safety Officers

Business Manager to invite Professional Association Health and Safety Officers to review our procedures where appropriate.

#### Insurers/Loss adjustors/contractors

Director of Finance and Resources and Business Manager to contact insurers/loss adjustors/contractors etc. in order to assess situation and review actions needed.

#### Others

Director of Operations to advise regarding other activities taking part in school calendar which need to be postponed and to contact individuals/organisations concerned.

### Risk/Damage assessment

If the incident involves damage to the school building a full risk assessment should be carried out led by the Director of Finance and Resources. This should include:

#### Fire Strategy

Business manager with facilities team to seek external support to review fire evacuation procedure and produce temporary procedure if required (students will only be allowed to return to the building if their safety is guaranteed)

#### ICT Strategy

Director of ICT to conduct, with external support if required, a full health check of ICT provision including fire alarm, school bells, tannoy system, telephones and magna locks

#### Facilities Management

Business Manager with facilities team and appropriate external support to assess potential damage to power supply, cleaning implications (including access to 24 hour cleaning if required), DSP Hygiene implications, safety of the lifts, catering implications.

#### Signage

Following receipt of the above reports, Director of Operations to arrange for temporary signage where necessary

### Closure/Partial Closure Arrangements

If decision made to fully close the school, the Vice Principals will inform the staff and the arrangements for working at home, in the school or some other venue.  
Vice Principals to ensure that all areas of learning upload materials onto the website so that learners can access their work from home. Director of ICT to email students with this advice

#### Partial Closure

If school subject to partial closure, Vice Principals to reschedule school day and curriculum offer and contact appropriate staff. Where alternative venue is required, Vice Principals to contact Education Bradford, other schools or other local venues for support (list numbers here)