



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

Critical Incidents Policy

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Critical Incidents

at

Ivington CE (VA) Primary and Pre-school

It was produced during the:

Spring Term 2023

It has been agreed and is supported by the teaching staff and the governing body

We aim to review this policy during the:

Spring Term 2026

Or sooner if necessary



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Aims

- To ensure that the procedure and need for planned emergency arrangements is understood by all staff and the school community.
- To support the school's safeguarding priorities and policy.
- To provide reassurance of the practical help available from staff, Local Authority and other agencies e.g. Educational Psychologist, at short notice.
- To have emergency arrangements in place.

Definition

An event – or events – usually sudden, which involve significant personal distress, possibly to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

An Emergency – The Scope of The Policy

In School

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire, explosion or structural damage due to adverse weather conditions
- A pupil or teacher being taken hostage
- The destructive or serious vandalising of any area of the school
- A serious accident or death
- Flash flooding
- Pandemic illness e.g. Coronavirus

Outside School

- The death of a pupil or member of staff through natural causes or an accident
- Death or injuries on school journeys, excursions
- A transport related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Civil disturbances and terrorism

In respect of School Trips and Visits, details of each trip are entered on the Local Authority Educational visits website 'EVOLVE' by the visit organiser. Generic risk assessments can be added to cover possible serious incidents e.g. a coach crash, which includes instruction on what action needs to be taken.

Once the form is completed it is submitted to the Educational Visits Co-ordinator and the headteacher, for approval. In addition, the trip leader is provided with list of emergency contact numbers for pupils and accompanying staff, information on pupils with medical conditions and a first aid bag.

Emergency Action

Action by Headteacher or deputy (in absence - senior teacher)

- Set up an incident log (pro-forma in Appendix 1) and continue to note all factual information, actions taken and received.
- Note the time of those and subsequent events.
- Make every attempt to clarify exactly what has happened.
- Consider whether Local Education Authority support is required.
- Inform (if necessary) – using the text messaging service for parents

During School Day

- Avoid closing the school unless there is overwhelming pressure to do so.
- Try to keep to normal routines and timetables.
- Consider use of TA support - where available.

During Weekends and School Holidays

Arrange for key-holders, (Headteacher, admin staff) to come into school and open parts of the school as appropriate.

Contact with Media

- Do not talk to the press in an emergency. If media attention is attracted, tell them that you are waiting for Local Education Authority involvement and advice, and postpone any media comment until such advice has been received.
- **Do not reveal any names to media.**
- Be prepared for the fact you might be interviewed or filmed.

Measures to mitigate the effects of a serious incident

- A grab bag containing contact details of pupils, staff, governors and other important numbers, church key and 'The Critical Incident Policy' to be readily available in the event of a sudden evacuation. (*Kept in the office*).
- Back-ups of school data e.g. documents, financial information and an electronic Asset Register to be maintained and kept off site. (*R Thompson – School Business Manager, to maintain and keep off site*)
- Buildings and Contents insurance in place.
- Identify premises that may be available for use in the event of a major incident forcing the school to close (Ivington community rooms and church are available for use in an emergency). Arrangements are in place to use rooms at Earl Mortimer College, Leominster if needed.
- Staff training is up to date e.g. Events Co-ordinator, Fire Marshall, Safeguarding, First Aid
- Personal evacuation plans (PEEPs) are in place for vulnerable pupils/adults
- Regular evacuation practice (termly)

- Safety talks to children

The plan will be updated as required and formally reviewed every 3 years.

Appendix 1

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Appendix 2

KEY CONTACTS LIST

CONTACT	TELEPHONE NUMBER
School Contacts	
Headteacher – Mrs Melanie Smith	Mobile: 07921 358572
Deputy Head – Mrs Nichola Lewis	Mobile: 07943 526183
Chair of Governors – Mr John Hanson	01568 720349
SBM – Miss Rachel Thompson	Mobile: 07985 766830
Key Local Authority Contacts	
Sufficiency & Capital Team	01432 260920
Locality Team North	01432 261921
Locality Team South	01432 260978
Learning & Achievement Team	01432 260823
School Transport Team	01432 260931
Herefordshire Safeguarding Team (To access Social Workers/Psychologists)	01432 261628 or (Out of hours) 01905 768020 01432260800
Other Local Authority Contacts	
Herefordshire Council – Insurance Section	01432 260584
Herefordshire Council - Emergency Planning Duty Officer	01432 260000
Amey Herefordshire Highways	01432 845900
Other Local Contacts	
Police	999 In an emergency or (for general enquiries) 08457 444888
Police – your local station/community officer	PCSO Gareth Maddox: 07813 756708

	General enquiries: 0300 333 3000
Hereford and Worcester Fire & Rescue Services	999 / 0845 12 24454
Hospital – your nearest Minor Injuries your nearest A&E	Leominster 01568 614211 (8.30-5.30 Mon-Fri) Hereford 01432 355444
Ivington Village Hall Booking Clerk	07985 766830
BBC Hereford and Worcester Radio	01432 355 252
Primary Care Trust – Herefordshire NHS Patient Advice & Liaison Service	01432 260263
Health Protection Agency (West Midlands)	0844 225 3560
Meningitis free phone number	080 8800 3344
Welsh Water	0800 052 0130
Other Useful Contacts	
Foreign Office	020 7270 1500