

# **BUSY BEES AND THE AFTER SCHOOL ACTIVITIES CRITICAL INCIDENT POLICY**

## **OVERVIEW**

A critical incident is an unexpected emergency that affects children, staff or the premises. This policy sets out how we at Busy Bees and the after school activities plan to respond to such an incident. We will seek to keep all safe and free from danger and by working together calmly and professionally. Whilst dealing with a critical incident we will try to work normally with minimum disruption of the clubs. Busy Bees and the after school activities staff will be responsible manage the school's response in proportion to the magnitude of the incident and as soon as possible contact the Community Business Officer who will intern contact the head teacher and senior leadership team. The governors will informed as early as possible.

## **INTENT**

1. To put the care and safety of all first by dealing with any critical incident effectively.
2. To have an 'incident contingency plan' that has been shared with the staff so that all are clear about roles and responsibilities should an incident occurs.
3. Busy Bees and the after school activities staff need to quickly identify the nature of the incident and the exact location so, that they can decide the level of response, as soon as possible staff should contact the Community Business Officer who will intern contact the head teacher and senior leadership team.
4. To deal with the incident effectively and efficiently putting the health, safety and well-being of children and staff to the fore.
5. To remove all children and staff away from harm as quickly and smoothly as possible.
6. To alert emergency services if they are needed.
7. To provide first aid and appropriate care and protection until help arrives and the incident is resolved.
8. To provide staff training to rehearse different kinds of critical incident so that they know their roles what to do in the event.
9. To have hard copies of contact lists for staff, children, parents, LA and emergency services.

## **IMPLEMENTATION**

1. Busy Bees and the after school activities staff will take charge of the situation as soon as they have been alerted of the incident, as soon as possible staff should contact the Community Business Officer who will intern contact the head teacher and leadership team.
2. They must be told the location, the nature of the incident, what assistance is required and any casualties.
3. Any appropriate emergency services must be contacted at the earliest possible moment, told the location, the nature of the incident, what assistance is required, any casualties, and the name of a contact person.
4. Staff and children at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm and if necessary moved to identified assembly points or alternative places of safety. The fire alarms will be activated if appropriate, as a means of evacuating the building in a critical incident or emergency. If the grounds must be completely evacuated, staff will accompany children to walk to Whittaker Moss Primary School where we will wait until we can return to Norden Community Primary or parents can be contacted to collect the children.
5. If a dangerous intruder has been found on the premises, the bell will be sounded for three blasts of 5 seconds each. Staff should stay with their children in their allocated room with the doors secured until they are told that it is safe to evacuate. If the children are not in a room, the member of staff must immediately take their group to the closest place that can be secured. If the threat is immediate and imminent and children's lives are in danger, in the absence of other help, the member of staff must decide the safest possible emergency evacuation route and act accordingly to get the children to safety.
6. Busy Bees and the after school activities staff must use registers or counts to ensure that all children are accounted for and must care for them in a safe place until help arrives and the incident has been resolved. Staff must immediately alert a member the Community Business Officer or SLT if a child is not accounted for.

1. Hard copies of contact lists for staff, parents, LA and emergency services will be kept up to date, and kept in the school office near a telephone.
2. When contacting parents, appropriate staff members will be delegated responsibility to use a contact 'cascade' strategy efficiently and quickly.
3. The Local Authority will be contacted and appropriate support requested as needed.
4. In emergency at least one telephone will be kept free for incoming calls.
5. At an appropriate time after the incident, members of staff involved will be given time to write a report containing a log of the times, contacts, decisions and actions that were taken to deal with the incident.
6. A fire drill and emergency evacuation will be held each term to ensure that the all know how to evacuate the school and where to assemble in emergency

## **IMPACT**

This policy with its supporting 'critical incident plan' will help Busy Bees, the after school activities, head teacher and staff deal with any unexpected emergency. The associated planning and training will put the clubs in a strong position to deal with incidents efficiently and effectively by putting the care of children and staff to the fore.

Reviewed by A. Parker Oct 24  
Approved by Governing Board  
Policy to be reviewed Oct 25