



Serious Incident

Mobilisation actions and Communications

2018 – 2019

Main school and Bevendean

ACTIONS AND CONTACTS IN THE EVENT OF A SERIOUS INCIDENT

Reviewed: December 2018
Next review date: February 2019

WHATSAPP GROUPS

CODE RED Very serious, life-threatening, injury to a child on site

AMBER ALERT For non life-threatening but nonetheless serious incidents

CODE RED SCENARIO:

Very serious, life-threatening, injury to a child on site

The following actions should happen immediately, concurrently but calmly

1. Call emergency services 999
2. Call nurses for professional medical assistance
3. Inform WDM/RMA/RQ – see attached critical incident checklist for contact numbers – or any member of SMT.

4. Whatsapp Group: DANES HILL CODE RED - when you receive the message it means a crisis is unfolding and you should contact WDM, RMA, or RQ immediately

5. WDM will contact parents [via school secretary's office]
6. Supervising staff **must remain calm** at all times whilst isolating the scene
7. School to operate as **normally and calmly** as possible in the immediate aftermath.
8. The risks will be *evolving* as the incident unfolds – so there is a requirement for all staff to **assess any risks in front of them** and inform the crisis team accordingly.
9. Call staff together calmly, and no staff to communicate with anyone outside of school
10. Overall control and management of the incident, and all communications, to be centralized through the principle crisis team below:

Managing the crisis (principle crisis team)

WDM: parents and Chair of governing body
RMA: school-wide comms, staff and pupils
RQ: 999 services, insurers, lawyers, HSE, PR, media
JCT/Sonal: In absence of WDM/RMA

Principal communications collateral/essential actions:

- Letter to be sent to all parents after school has closed that day
- The following morning whole school staff meeting at 0700
- Whole school assembly in the Ark at 0830
- Mobilize help for pupils to cope in the aftermath

Whatsapp group->	DANES HILL CODE RED	
07720 550566	William Murdock	SMT
07540 221248	Rob Andrews	SMT
07436 107072	RQ	SMT
07972 771387	Ruth Samson	SMT
07766 765925	Sonal Chatrath	SMT
07436 106974	James Harvey	SMT
07885 212112	Darren Cockerill	SMT
07436 106969	Angie Lack	SMT
07776 852712	Carolyn Ward	SMT
07776 145294	Jackie Taylor	SMT
07436 106982	Anna <u>or</u> Katharine (nurses)	Medical Centre
07941 454704	Anna Corbett (personal)	Nurse
07891 895144	Katharine Walters (personal)	Nurse
07795 527616	Glynis Murdock	Learning Support
07930 361698	Tiffany Callis	Health & Safety Officer
07969 549381	Claire Walsh	Marketing & Comms

Insurance brokers – SFS Group

Lisa Fairbrother Cert CII
Schools Administration Manager
SFS Group Ltd
T: 01306 746311
E: lisa.fairbrother@sfs-group.co.uk

Lawyers – Farrer & Co

Jonathan Eley
Partner, Farrer & Co
Tel: +44 (0)20 3375 7275
Mobile: +44 (0)7966 314279
E: Jonathan.Eley@farrer.co.uk

Olivia Allen
Secretary to Jonathan Eley
Farrer & Co
Tel: +44 (0)20 3375 7559
E: Olivia.Allen@farrer.co.uk

AMBER ALERT

For quick notification of non life-threatening but nonetheless serious incidents in school so that this group can be mobilized to provide support

1. Whatsapp Group: AMBER ALERT - when you receive the message it means an incident has occurred and you should contact the nurses or others in the group immediately

Whatsapp group->	AMBER ALERT	
07540 221248	Rob Andrews	SMT
07436 107072	RQ	SMT
07972 771387	Ruth Samson	SMT
07776 145294	Jackie Taylor	SMT
07436 106982	Anna <u>or</u> Katharine (nurses)	Medical Centre
07941 454704	Anna Corbett (personal)	Nurse
07891 895144	Katharine Walters (personal)	Nurse
07930 361698	Tiffany Callis	Health & Safety Officer

2. The nurses will provide professional medical assistance

3. Inform RMA/RQ/JCT/TJC

4. Collateral risks may be *evolving* as any incident unfolds – so there is a requirement to **assess risks** and inform the **amber alert team** accordingly.

5. Staff **must remain calm** at all times