



DANES HILL SCHOOL
STRONG & SAGACIOUS

DATE: 31 MARCH 2021

REVIEW DATE: 1ST SEPTEMBER 2021

AUTHOR: BURSAR

SERIOUS INCIDENT POLICY



Serious Incident

Mobilisation actions and emergency communications

April 2021

Main school and Bevendean

ACTIONS AND CONTACTS IN THE EVENT OF A SERIOUS INCIDENT

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 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 RMA, or RQ immediately**
5. RMA 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)

| | |
|--------|--|
| RMA: | Parents, Chair of governors, school-wide comms, staff and pupils |
| RQ: | 999 services, insurers, lawyers, HSE, PR, media |
| Sonal: | In absence of 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 | |
|------------------|---------------------|-------------------------|
| 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 |
| 07921 814736 | Nikki Harris | SMT |
| 07436 106982 | Anna Corbett | Medical Centre |
| 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 |
| 07766 765925 | Sonal Chatrath | SMT |
| 07436 107072 | RQ | SMT |
| 07972 771387 | Ruth Samson | SMT |
| 07436 106982 | Anna/Nurse | Medical Centre |

The nurses will provide professional medical assistance

Inform RMA/RQ

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

Staff **must remain calm** at all times