



DANES HILL SCHOOL
STRONG & SAGACIOUS

REVIEW DATE: 20TH SEPTEMBER 2021

NEXT REVIEW DATE: 1ST SEPTEMBER 2022

AUTHOR: BURSAR

SERIOUS INCIDENT POLICY



Serious Incident

Mobilisation actions and emergency communications

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	
	Rob Andrews	SMT
	RQ	SMT
	Ruth Samson	SMT
	Sonal Chatrath	SMT
	James Harvey	SMT
	Darren Cockerill	SMT
	Angie Lack	SMT
	Nikki Harris	SMT
	Anna Corbett / Leanne Baker	Medical Centre
	Tiffany Callis	Health & Safety Officer
	Claire Walsh	Marketing & Comms

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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	
	Rob Andrews	SMT
	Sonal Chatrath	SMT
	RQ	SMT
	Ruth Samson	SMT
	Anna Corbett/Leanne Baker	Medical Centre
	Claire Walsh	Marketing Manager
	Tiffany Callis	H&S officer

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