RISHWORTH SCHOOL

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CRITICAL INCIDENT POLICY & EMERGENCY PROCEDURES

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PART A
Critical Incident Policy

This document outlines Rishworth School's approach to managing critical incidents, including terrorism-related emergencies. It consolidates all relevant procedures into a single, accessible plan for use by staff during emergencies. Language is simplified to support colleagues and ensure clarity under pressure**.**

1. Definition of a Critical Incident

A critical incident is any sudden event or emergency that significantly impacts the school community. This includes incidents on or off-site, during or outside school hours.

2. Legal Compliance

In accordance with the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), Rishworth School confirms the following compliance measures:

- A Responsible Person the Crisis Leader (Head) has been appointed to oversee compliance and emergency preparedness.
- The school is registered with the Security Industry Authority (SIA) to demonstrate compliance and access support.
- Public Protection Procedures are in place, including evacuation, invacuation, lockdown, and communication protocols.
- A tailored Preparedness Plan is integrated into this document, considering the school's layout and population, including pupils with SEND.
- Staff receive ongoing training, and pupils and parents are provided with age-appropriate awareness materials.

Events of Lockdown, Invacuation and Evacuation must always be documented.

3. Threat Considerations

The Critical Incident Plan (Part B) is designed to help the school staff manage these incidents when they occur. All potential threats have been considered but in the event of a critical incident occurring, the following priorities are to be followed:

1. Preserve Life.
2. Minimise or eliminate danger / risk / damage / loss to buildings.
3. Contain the incident, work effectively with emergency services, assist in investigations
4. Ensure welfare of staff and students.
5. Resume designated critical activity.
6. Return academic activity to normal, within allocated resourcing levels.
7. Protect the local reputation and standing of the School.

The Board of Governors is aware of the emotional needs, as well as the practical needs, of everyone within the school's community at a time when a critical incident occurs and will ensure that appropriate support is put in place for as long as it is needed.

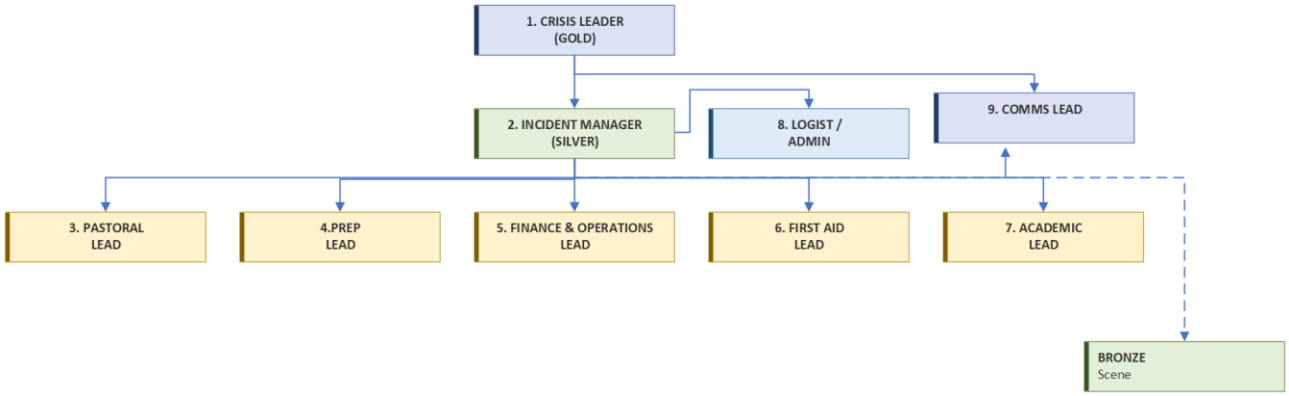
4. Deter, Detect, Deny, Delay, Defend Security

The School incorporates five key strategies for effective security:

- Deter: The school has visible security measures such as fencing at the Prep and Coded Doors. Staff are trained to be vigilant and to challenge anyone on site who is not known or appears to be a threat.
- Detect: CCTV, visitor checks, and staff reporting procedures help identify threats early.
- Deny: Secure entry systems, fencing, locked gates, and access control prevent unauthorised access.
- Delay: Barricades and lockdown procedures slow down intruders and protect occupants.
- Defend: Trained staff roles provide protection during incidents.

5. Decision Making Structure

To ensure a coherent and co-ordinated response to any critical incident, a decision-making structure that is distinct and separate to the normal management structure will be used. Additional roles may be required as the incident progresses.



6. Training & Testing

All members of the SLT, and staff who are members of the School's Incident Management Team, receive appropriate professional development training and participate in training exercises to rehearse the procedures set out in Part B. Staff receive training on emergency procedures and threat awareness. Regular drills and audits are conducted.

7. Incident Management Team

The Incident Management Team (IMT) will comprise the following roles and on activation should meet in the Meeting Room or join a school-initiated Video Conference.

FUNCTION	Name	Alternate

Crisis Leader (Gold)	Head	Any Appropriate Named Deputy
Incident Manager (Silver)	One of: Deputy Head Pastoral Head of Prep Finance & Ops Director	
Admin (Bronze)	Senior Receptionist	Prep Receptionist Head's PA Administrator
First Aid Lead (Bronze)	Matron	Named First Aiders (with appropriate qualification, i.e. paediatric where required)
Off-Site Emergency Response Lead (Bronze)	Educational Trip / Visit Lead	
Communications Lead (Bronze)	Marketing Lead	Marketing Coordinator
Pastoral Lead	Deputy Head Pastoral	Deputy Head Prep.
Prep Lead	Head of Prep	Deputy Head of Prep
Finance & Operations Lead	Finance and Operations Director	Facilities Manager IT Engineer Operations, Risk & Compliance Manager Finance Manager
Academic Lead	Teaching & Learning Manager Head of Prep	CAM Deputy Head Prep

Crisis Leader (GOLD):

The Head will be responsible for overseeing the School's response by determining resourcing levels, appointing a person to be the Incident Manager, and undertaking strategic stakeholder engagement.

Incident Manager (SILVER):

The Incident Manager is responsible for developing a plan that will resolve the incident and restore normal activity in accordance with the priorities and resourcing levels set out by the Crisis Leader (GOLD).

An individual who is a member of the Senior Leadership Team will assume the role of Incident Manager upon an initial request by a receptionist or at the request of the Crisis Leader.

First Aid Response Lead (BRONZE)

The role of the First Aid Response Lead is to attend the immediate vicinity of an incident occurring:

- Assess and confirm the nature of the incident
- Provide first aid to injured parties
- Establish a cordon to prevent further endangering of staff and students
- Initiate emergency action to prevent further injury or damage

Where it is not safe to undertake a physical investigation, a remote investigation should be considered.

Off-Site Emergency Response Lead (BRONZE)

The Emergency Response Lead is the most senior member of staff on a school trip or visit away from the school premises.

The role of the Emergency Response Lead is to attend the immediate vicinity of incident to initiate / confirm the attendance of emergency services who can provide first aid to injured parties and to then ensure that all remaining students and staff are located and moved to a nearby place of safety as soon as possible.

Once this has been achieved, they must contact the Incident Manager and give the names of individuals who have been injured, the nature of their injury and their current location.

NB: the First Aid Response Lead and the Emergency Response Lead may be the same person. However, where more than one staff member is present these roles should be assigned as part of the standard risk assessment.

Communications Lead (BRONZE)

The Communications Lead is responsible for managing all internal and external communications during a critical incident. They ensure timely, accurate, and appropriate messaging using pre-approved templates where appropriate.

This includes updates to staff, students, parents, emergency services, and the wider community.

The Communications Lead works closely with the Incident Manager to coordinate alerts, status updates, and holding statements, using available channels such as email, SMS, school website, and social media. Their role is vital in maintaining calm, clarity, and trust throughout the incident.

All media interest should be directed to the Communications Lead.

8. Critical Incidents When Away From School Premises

All educational trips and visits have a required entry on the risk assessment pro-forma that ensures all staff have considered and documented appropriate actions and lead roles during a critical incident. This includes a Lockdown, Evacuation and Invacuation component and refers to Run, Hide, Tell.

This is then checked by an appropriately trained Educational Visits Coordinator, who will confirm they have checked the risk assessment and followed this up appropriately with the staff member should further consideration be required.

Part B Critical Incident Procedures

1. Incident Identification, Classification and Escalation

Any incident or suspected incident should be notified to the School reception desk or to any member of the School Leadership Team (SLT) immediately.

Admin (Bronze) or SLT Member immediately ascertains and records the following:

Information	**Details**
Incident / Trip name	
Date and time of call	
Caller information and contact details	
Exact location and address of the incident	
Time incident occurred	
Number of students and staff directly impacted	
Number and extent of injuries / fatalities	
Presence of Emergency services or other agencies involved	
Nature of incident	
Incident Classification	Critical / Priority / Routine (see below)
Incident Manager Allocated	

An incident should be classified using the following criteria:

Category	Criteria
Critical Incident (Contact any member of the Senior Leadership Team)	Fatality
	Serious injury / Accident / Abduction
	Violent trespass / Threat of
	Loss of building / Fire / Flood
	Loss of access to campus
	Data breach / Cyber Attack
	Community Disturbance
Priority Incident (Contact Finance & Operations Director)	Loss of utility
	Loss of IT
	Disruption to transportation
	Food poisoning
	Minor injury
	Severe weather
Routine (Contact Operations, Risk & Compliance Manager)	Minor or temporary disruption not expected to exceed 4 hours

2. Emergency Response Flowchart

1. Identify Incident → Notify Reception or SLT
2. SLT assumes Incident Manager role
3. Assess Situation → Choose Evacuation / Invacuation / Lockdown if appropriate
4. Activate Response Plan
   First Aid Response Lead / Emergency Services
   Off-Site Emergency Response Lead identified (if not on school site)
5. Convene Incident Management Team (IMT) and Complete Risk Assessment
6. Communication: Emergency Services, Staff, Parents at both sites, Insurance Provider Students and Governors,
7. Document Incident in Log
8. Debrief and Review Procedures

3. Response Plan

During an incident decision making should not be delayed pending a response from the police and/or emergency services. The speed of decision making and implementation during an incident is critical. In the event of a firearms or weapons attack, the school follows Government Run, Hide, Tell.

All staff on-site have the responsibility to assist in a critical incident to implement Evacuation, Invacuation and Lockdown Procedures or to assist in shutting down the site.

4. Alert Systems

Alert systems available for use:
Fire Alarm,
Alternative Fire Alarm,

School Bell held down (Head's PA's office),
Phone Alert System,
WhatsApp/Text and Email
Physical Runners

Evacuation in non-fire scenarios is not the same as evacuation due to fire. The fire alarm is not appropriate in the event of a non-fire evacuation.

IN AN EMERGENCY DO NOT ATTEMPT TO FILM THE INCIDENT

5. **EVACUATION / RUN**:

Escape if you can, consider safest routes, encourage others, leave belongings

- Whole School, all sites evacuated
- Full site evacuation
- Phased evacuation
- Partial or zonal evacuation
- Directional evacuation, in which staff, students, contractors and visitors are directed to specific exits and routes

6. **INVACUATION** / **HIDE**:

Move to safer internal areas, find cover from view, lock/barricade doors and windows, be aware of exits, stay quiet, silence phone, avoid getting trapped.

- Full site invacuation
- Phased invacuation
- Partial or zonal invacuation
- Directional invacuation, in which staff, students, contractors and visitors are directed to specific safer areas

7. **Lockdown**:

Secure doors/windows, hide from view, silence devices, and wait for the all-clear.

- Full site lockdown
- Phased lockdown
- Partial or zonal lockdown

TELL: Call 999 when safe. Provide incident details, location, suspect descriptions, casualties, hostages. Stop others from entering danger zones.

8. Resolution and De-brief

The response required to return the school to normal activity, in the aftermath of a critical incident, may require activity to extend over a considerable time.

Once the Crisis Leader is satisfied that any on-going action required can best be accomplished through the school's day-to-day managerial structure, the critical incident should be declared finished, and the Incident Management Team stood down.

If appropriate and prior to formal notification of being stood down, the Crisis Team should attend a de-brief session.

The Crisis Leader will then organise debriefing sessions for all staff, students, Governors and if appropriate Parents to discuss the incident and to give them the opportunity to emotionally process their experiences. This also provides an opportunity to assess whether follow support or counselling is appropriate.

A written report of the lessons learnt from the response to the Critical Incident should be made and any recommendations incorporated into changes to the Critical Incident Plan.

9. Sources of Support

Following a critical incident, the school may need to access external support to help staff, students, and families recover. Appropriate sources of support include:

- **Local Authority Services** – such as educational psychology, safeguarding, and emergency planning teams.
- **National Guidance and Resources** – including government agencies and recognised organisations offering trauma-informed support for schools.
- **Health and Mental Health Services** – including Child and Adolescent Mental Health Services (CAMHS) and staff wellbeing providers.
- **Voluntary and Charitable Organisations** – offering emotional support, counselling, and crisis response.

The school's Designated Safeguarding Lead or Headteacher should coordinate access to these services, using existing contacts or seeking advice from the Local Authority.

Appendix A: Holding Statements

1.	**Generic Incident** The School is currently dealing with an on-going incident and has, as a precaution, activated its Incident Management Team. (Comment that all individuals are safe etc) Emergency services have been contacted and we are currently liaising with them to assess the impact on the School and confirm any immediate action needed. An up-date will be provided in 60 mins via our website / parent portal / Rishworth Post.
2.	**Generic Incident – Emergency Services on site** The School is currently dealing with an on-going incident and has, as a pre-caution, activated its Incident Management Team. (Parents of impacted children will be contacted directly) Emergency services are in attendance, and we are currently working with them to account for all our students and staff. We would ask you do not try to contact or come to the school at this time and an up-date will be provided in 60 mins via our website / parent portal / Rishworth Post.
3.	**Lockdown** In response to the report of…….*(insert outline*) the School has initiated it's Lockdown procedure and we are currently in the process of accounting / have accounted for all students and staff. While the emergency services deal with this please do not contact or come to the School. (Parents of impacted children will be contacted directly). An up-date will be provided in 60 mins via our website / parent portal / Rishworth Post.
4**.**	**Serious Injury** Today's events, which have resulted in the serious / minor injury of a member of the school have been a difficult / traumatic experience for all our students, their parents and our staff. While the emergency services continue to investigate these events, you will understand that we are unable to provide further details at this time. Our focus is on supporting those directly impacted and that we, as a community, support each other in the days ahead, as we seek to return to as normal an academic life as is feasibly possible.

Appendix B: Critical Incident Log

Time	Issue / Information	Decision / Action	Allocated Owner

Appendix C: Incident Management Team Template Agenda

IMT Agenda (Template)
Section 1 – Introduction This is Rishworth School's Incident Management Team. I am ……. I will start by taking a roll call by function, then give an outline of incident and then detail the priority actions needed to be taken. Please put your phones to silent and if you are joining via Teams, please put yourself on mute. At the end of this meeting, I will invite contribution from non-functional leads.
Section 2 – Roll Call • Crisis Lead (Gold) • Incident Lead (Silver) • Pastoral Lead • Prep Lead • Finance & Operations Lead • First Aid Lead • Academic Lead • Admin • Comms Lead
Section 3 – Current Situation Outline / Describe current picture/ assessment of key issues. Question: "Does anyone have different understanding of the issues or a more accurate assessment?
Section 4 – Priorities • Outline strategic goals set by GOLD • Review priority of strategic aims.
Section 5 – Plan of action • Outline key features of plan. • Allocate actions / scope of authority to functional leads. • Request up-dates on allocated Bronze tasks & actions ***Admin*** to record action / owner / timescale
Section 6 – Recap • Confirm strategic priorities, key elements of plan and priority actions to be undertaken. • Comments - Invite input from non-functional leads.
Section 7 – Next Meeting Set date, time and venue for next session.

Appendix D: Incident Management Team - Grab Box Contents

Grab Box Locations:

Prep: Head's outer office; on top of filing cabinet, next to medicines

Senior School: LN's office, on top of cupboard

1.	Stationery Pad	x 5
2.	Flip Charts	x 3
3.	Marker Pens	
4.	Pens and Pencils	
5.	Blu Tack	
6.	Policy Logs	X 5
7.	Critical Incident Plan (printed copy)	
8.	List of Staff (+ contact numbers)	Available on iSAMS
9.	List of Students (current year)	Available on iSAMS
10.	Business Continuity Plans (if any), Floor Plans	
11.	Wi-Fi Access and Codes	
12.	High-Vis Jacket	x 4
13.	Torch	x 4
14.	Barrier Tape	x 4
15.	Copy of master timetable	X2

Appendix E: Telephone List