

FINBOROUGH SCHOOL CRISIS MANAGEMENT POLICY

This policy document refers to incidents or problems that require a co-ordinated response. The sorts of incidents that might fall under the heading of “crisis” include:

- Death (or very serious illness) of a parent, close family, a pupil or a member of staff
- Fire or destruction of classrooms or accommodation
- Prolonged power failure
- Outbreak of serious disease
- Major accident involving school pupils and staff
- Key personnel being ill or out of action
- Scandal involving outside agencies and media.

Most of these problems require senior members of staff to take responsibility for key aspects such as dealing with parents, liaising with authorities, dealing with pupils, dealing with staff, dealing with the press.

IN ALL CIRCUMSTANCES INFORM COLLEAGUES, PUPILS ON A NEED TO KNOW BASIS ONLY - AVOID MAKING A DRAMA OUT OF A CRISIS.

The Exec Team (Mr J Sinclair Principal, Mrs L Sinclair HR Director, Mr S Clark Head Teacher, Mrs S Bacon Operations Manager) will co-ordinate all such matters with the assistance of the SLT. This group will be responsible for dealing with parents, staff, pupils and external agencies.

The Principal or Head Teacher will normally deal with the press or media and will liaise with other members of the Exec Team.

What to do in a crisis

1. Fire or major damage to the school.
 - Follow emergency evacuation procedures and call the emergency services.
 - Call the Principal, Mr J Sinclair (or a member of the Exec).
 - Concentrate on keeping the pupils in a safe place and as sheltered as possible. If the main building is affected then move pupils to the sports hall.
2. Death (or very serious illness) of parent, family, pupil or staff.
 - If it is a parent or close relative of a pupil we must seek out the wishes of the family and let them decide who they wish to break the news to the pupil(s) concerned. Then telephone the a member of the Exec and inform them.
 - If a pupil dies on site or is very seriously ill you should dial 999 and contact the emergency services. Contact the school office to arrange assistance for any ill pupil until emergency services arrive and keep other pupils away from the scene. As soon as you can, telephone the Head Teacher and allow them to contact parents.

3. Prolonged power failure.

- If there is no power or no heat in the depths of winter for a prolonged period than the school will face major safety and health issues. In these circumstances you should contact a member of the Exec and they will co-ordinate our response with house parents and contact appropriate outside agencies. The likely approach will be to get as many pupils off site as possible, to secure safe temporary heating and lighting and if necessary to move pupils from first floor accommodation to ground floor accommodation. It will also be a priority to secure food supplies.

4. Outbreak of major disease.

- Isolate as many of the ill pupils as possible and contact either the on call doctor or the emergency services depending on what the outbreak is.
- Contact a member of the Exec and inform them. They may instruct you to contact parents of ill pupils.

5. Major accident – eg a coach crash.

- It is likely that you will get to hear of this from an outside agency or even a parent. On becoming aware of the incident you should a member of the Exec and inform them.
- If any parents ring in re-assure them as much as possible and refer them to the Head Teacher or Principal and inform them.
- Liaise with the Exec about what and how to inform the pupils.

6. Key personnel being ill or out of action.

- The Exec will cover each other with the assistance of the Senior Leadership Team on such occasions. This is for covering unforeseen and emergency situations only.

7. Scandal.

- If you are aware of a serious issue that could involve parents or outside agencies – such as serious allegations against a member of staff – you should contact the a member of the Exec and inform them. This is very important if you are aware that any outside agency (police, social services etc), parents or media are involved.
- If the media or press contacts you about such incidents you should refer them to a member of the Exec Team.

Reason for Review/Amendments	Last review August 2018
Details of changes	<ul style="list-style-type: none"> • Policy reviewed to ensure current legislation and practices are included. • Policy updated with changes to staffing and responsibilities.
Date of next review	Annual review August 2019 (H+S / F+S Governance)

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (non-academic staff)		