



Critical Incident Policy

Document Owner	Headteacher
Committee	Full Governing Board
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Signed	<i>J. Owens</i>
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Policy statement on equality and diversity

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural understanding and engage all students in playing a full and active role in wider engagement with society.

BOMB THREATS

In the event of a bomb threat, the Police will be contacted and their advice sought. If requested, the accessible areas around the outside and perimeter of the school will be searched for any suspicious packages and, if necessary, teachers will be asked to search their classrooms and other nearby areas. A search should be a visual scan of the area looking for any foreign articles and without moving or disturbing anything.

A decision to evacuate will be made in consultation with the Police. In this event Managers and Premises staff will be briefed by the Head teacher in his office and they will then cascade the instructions to staff by 'word of mouth' highlighting the assembly point and route to be taken. Care will be taken to prevent raising undue concerns. The route will avoid any areas where the suspect device could be located and, also, mobile phones should not be used as they may trigger any device.

The assembly area will be Wallacre fields on the far side and furthest point from the school. Further guidance will be sought from the LA and the police and, if deemed necessary, arrangements will be made to accommodate staff and pupils in nearby schools, either Weatherhead or St Georges or both.

Lockdown

Mainly used in firearms or weapons attacks in the area, although can be used to move people to safe locations whilst decisions are being made. Again any decisions will be made in consultation with the Police and the alarm raised by 'word of mouth'. The Premises team will secure the access and egress points by locking/closing doors, foyers, shutters and other areas to prevent external unauthorised access into the school. Within the school refuge areas have been identified for staff and pupils to congregate that assist to conceal where they are located and, although in 'lockdown', they will still be able to evacuate at any point.

For both procedures designated roles and responsibilities have been assigned, e.g. moving pupils to safe areas, taking registration, checking rooms, communications, etc., and consideration has been given on how to effectively communicate with parents and other stakeholders, e.g. the Local Authority, either during or after the incident. These procedures will be tested periodically.