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Springfield Primary



Critical Incident policy

Version: CMAT Board approved 29.06.18

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Statement of intent

Springfield Primary recognises that whilst the safety of pupils, staff members and visitors on the academy's premises is paramount, it is sometimes out of the control of the academy.

In an emergency, staff members at **Springfield Primary** will endeavour to take all reasonable actions in order to ensure the safety of its pupils.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors, by responding to critical incidents as quickly and efficiently as possible.

Signed by:

_____ Head teacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- DfE (2015) 'Emergency planning and response'

1.2. This policy will be implemented in conjunction with the following academy policies, documents and procedures:

- **Health and Safety Policy**
- **Bomb Threat Policy**
- **Adverse Weather Policy**
- **Educational Trips and Visits Policy**
- **Emergency / Fire Evacuation Plan**
- **Bereavement Policy**
- **First Aid Policy**
- **Media Relations Policy**
- **Data Protection policy**

2. Definition

2.1. For the purpose of this policy, a critical incident is an emergency which affects pupils, staff, visitors or property and requires immediate responsive action which is beyond that reasonably expected from the academy's own management team.

2.2. Critical incidents include, but are not limited to, the following:

- The death of a pupil, staff member or governor
- A serious incident involving a pupil or staff member on, or off, the academy premises
- A violent intrusion onto the premises, e.g. a bomb alert
- Extensive damage to academy property
- A fire, flood or explosion
- The effects of disasters in the wider community

- Incidents whilst on educational visits
- Epidemics
- Exposure to hazardous substances near, or on, the academy premises

3. Roles and responsibilities

3.1. The **Head Teacher** is responsible for:

- Appointing designated staff members to the critical incident management team.
- Working alongside the critical incident management team to ensure that critical incidents are managed effectively.
- Ensuring that an appropriate ratio of first aiders to pupils is sustained at all times.
- Ensuring that a simple and straightforward, but effective, critical incident management plan is in place.
- Ensuring that all staff members are aware of the academy's critical incident management plan and the associated procedures.
- Reviewing the critical incident plan at regular intervals, ensuring that it is kept up-to-date with developments at the academy, such as changes to evacuation procedures.
- Keeping a duplicate copy of the critical incident management plan off the academy premises in case of a fire, flood or explosion.
- Ensuring that vital information is not lost in the event of a fire, flood or explosion, by keeping a copy of up-to-date pupil and personnel records off the academy premises.
- Liaising with the press, or appointing a designated member of staff to do so.
- Reviewing allocations of responsibilities in light of staff absence.
- Compiling an emergency contact list and ensuring that all members of staff hold a copy of this.
- Informing parents and the academy community about the critical incident.

3.2. All staff members are responsible for:

- Acting in accordance with this policy at all times.
- Effectively implementing the critical incident management plan, when necessary.
- Maintaining up-to-date records of critical incidents at the academy.
- Maintaining their own records of events, as well as keeping copies of notes made by other colleagues.

- Ensuring that they effectively understand the academy's critical incident management plan.
- Understanding how to effectively carry out the academy's emergency evacuation procedures.
- Understanding their role in the execution of the academy's emergency plans, including evacuation procedures and the critical incident management plan.
- Ensuring that pupils are aware of the academy's emergency evacuation procedures.
- Ensuring that their own contact details are kept up-to-date on academy records.
- Reporting and recording minor and critical incidents in line with the academy's Accident Reporting Procedure Policy.

4. Critical incident management team

- 4.1. The **Head Teacher** will appoint **three** members of staff to form the academy's critical incident management team. This team will be responsible for:
- Ensuring that parents are kept informed about the situation.
 - Deciding when and how to re-open the academy.
 - Providing support for the families of those hurt or bereaved.
 - Ensuring the academy effectively cooperates and liaises with the relevant bodies during investigations into critical incidents.
 - Dealing with continued interest from the media.
 - Ensuring the appropriate attendance of academy members at funerals.
 - Organising memorial services, including the sending of flowers.
- 4.2. In the event of a critical incident, the critical incident management team will work alongside the **Head teacher** in order to effectively fulfil their role, as outlined above.
- 4.3. Where possible, **Daubeney Sports Hall** will be allocated to the critical incident management team and any necessary equipment and information will be stored here.
- 4.4. With prior agreement, **Daubeney Sports Hall** will be used as a reserve off-site location for the critical incident management team when the on-site location is not usable.
- 4.5. The team will collate and retain any records regarding the planning of, and response to, critical incidents, including written records and any recordings made via CCTV.
- 4.6. The team will ensure that each member of staff involved in dealing with a critical incident has recorded all decisions that were made, any communication that was received and all tasks that were carried out.

5. Initial action

- 5.1. Immediate action will be taken in order to safeguard pupils and staff, using the relevant emergency procedure signal to alert staff members.
- 5.2. The alarm will be raised by the first adult at the scene of the incident.
- 5.3. Members of the critical incident management team will ascertain the details of the incident.
- 5.4. All initial information regarding the incident will be logged using the [Initial Action Form](#).
- 5.5. First aid will be administered by the first trained first aider at the scene of the incident.
- 5.6. All first aid and medical treatment will be administered and recorded in line with the academy's **First Aid Policy**.
- 5.7. The emergency services will be contacted and the following information will be given:
 - The emergency services required
 - Exact location of incident
 - Number of casualties
 - Number of injuries
 - Location and phone number of where the call is being made from
 - Any hazards which the emergency services may encounter on site
- 5.8. Where possible, the academy will remain open and normal routine will be maintained.

6. Emergency procedures

- 6.1. All staff members and pupils are aware of the academy's emergency procedures, including those outlined in the academy's **Emergency / Fire Evacuation Policy**.
- 6.2. The academy's designated emergency assembly points are clearly indicated and known by all staff members and pupils.
- 6.3. **Springfield Primary** will carry out a practice drill of the academy's evacuation procedure at least **once a term**, to ensure that pupils and staff members fully understand what is involved in the procedure, and that it is implemented effectively.
- 6.4. In the event of an evacuation, staff members and pupils will be alerted by **the continuous sounding of the academy fire alarm**.

- 6.5. In the event of an external threat or intruder onto the site, staff members will be signalled to commence the lockdown procedure by **repetitive sounding of the academy lockdown alarm**.
- 6.6. All staff members are aware of the evacuation routes and assembly points in the case of a bomb threat, as outlined in the academy's **Bomb Threat Policy**.
- 6.7. In the event of severe weather, the procedures outlined in the academy's **Adverse Weather Policy** will be followed.
- 6.8. All staff members are aware of the academy's designated first aiders and the locations of first aid boxes within the academy.
- 6.9. In the event that first aid or medical treatment is necessary, the procedures outlined in the academy's **First Aid Policy** will be followed.
- 6.10. All staff members will receive training regarding the academy's emergency evacuation procedures, and will be aware of:
- The appropriate route to take.
 - What assembly point to use in the event of different scenarios.
 - Security arrangements that are in place, such as the locking of the academy gates.
 - Access arrangements for the emergency services.

7. Emergencies during educational visits

- 7.1. All staff members will act in accordance with the academy's **Educational Trips and Visits Policy**, following the outlined procedures in the event of an emergency.
- 7.2. Critical incidents that occur on academy trips will be managed in the same way as those that occur on the academy premises.
- 7.3. The **trip leader** is responsible for maintaining written records of any critical incidents that occur whilst on a trip, as well as the action which was taken and by whom.
- 7.4. The **trip leader** is responsible for reporting the critical incident to the **Head teacher** immediately.
- 7.5. Any critical incident that occurs on a academy trip will be communicated to all staff members, ensuring that they are aware of any pupils who may suffer from shock.

8. Internal communications

- 8.1. To aid communication within the academy community, the academy will collate an emergency contacts information sheet, copies of which will be **kept in the main office**. This will include the following information:

- Pupils' emergency contact details
 - Staff members' emergency contact details
 - Contact details of members of the governing board
 - Emergency contact details for the Trust and LA
 - Phone numbers for relevant travel companies
 - Phone numbers for regular supply staff
 - Pupil and staff movement data, including class itinerary
- 8.2. The **Head Teacher** is responsible for ensuring that this information is reviewed on a regular basis and is updated to reflect changes in staffing details.
- 8.3. The academy's internal communication systems will be used to alert staff members to a critical incident in the first instance, without alarming pupils unnecessarily.
- 8.4. Staff members, pupils and parents will be informed of critical incidents in the most sensitive way possible.
- 8.5. The parents of pupils who are directly involved in the incident will be contacted immediately using the emergency contact details provided to the academy.
- 8.6. Pupils will be informed of a critical incident in groups as small as practicable.
- 8.7. Parents of pupils not directly involved in the incident will be contacted quickly and efficiently, via **email**, as soon as is reasonably practicable.
- 8.8. Members of the academy's governing board will be informed about the critical incident as soon as possible, and will be briefed about speaking to the press.
- 8.9. During an emergency, staff members will use mobile phones to stay in contact with one another and communicate key messages.
- 8.10. Staff briefings will be conducted following the occurrence of a critical incident, in order to further investigate the event and provide staff members with any updates.
- 8.11. **Weekly** staff meetings will provide an opportunity for staff members to raise any concerns about the academy, including those in relation to emergency procedures and critical incidents.

9. After a critical incident

- 9.1. Following the occurrence of a critical incident, the academy's short terms aims include the following:
- Contacting those directly involved
 - Inform the CEO of the Trust, the Chair of the Local governing board and the LA

- Appropriately debriefing the academy community
- Attempting to maintain normal academy routines
- Making appropriate plans for attendance at funerals and memorials
- Monitoring the wellbeing of staff and pupils, particularly those directly involved in the incident
- Expressing sympathy to the families of those involved
- Identifying vulnerable staff and pupils, ensuring they are aware of the support available to them

9.2. In the medium term, the academy's aims include the following:

- Making arrangements for pupils involved to return to academy
- Arranging alternative teaching, where necessary
- Providing support to staff members and pupils affected
- Arranging consultations with educational psychologists, where necessary
- Clarifying support arrangements and referring pupils for individual help, if appropriate
- Keeping parents updated and informed

9.3. In the longer term, the academy's aims include the following:

- Introducing support systems to continuously monitor vulnerable pupils and staff members
- Discussing how to mark anniversaries
- Ensuring all staff members, including new staff, are aware of pupils affected by the incident
- Acting sensitively to pupils' needs
- Ensuring pupils and staff members know how to obtain further help

10. Post-incident support

- 10.1. Staff members will strive to create a welcoming atmosphere in which pupils can openly discuss life events, including when critical incidents occur.
- 10.2. Following a critical incident, staff members will consult with the parents of pupils involved regarding how best to support the pupil, ensuring that their needs are taken into account.
- 10.3. Counselling will be offered to pupils who were involved in, or witnessed, a critical incident.
- 10.4. Topics including bereavement, stress and safety will be covered as part of the curriculum.
- 10.5. Absences must be authorised by the **Head Teacher** for pupils attending events following the incident, including funerals and counselling sessions.

- 10.6. The **critical incident management team** will lead debriefing meetings for staff members, pupils and parents, as well as for the wider community where appropriate.
- 10.7. The need for individual or group support will be assessed by **class teachers** in the period following a critical incident.
- 10.8. Where necessary, the academy will liaise with parents regarding a phased return to academy for pupils involved in a critical incident.
- 10.9. Information regarding the support being accessed by staff members and pupils will be treated as personal data and processed in line with the academy's **Data Protection Policy**, transferring information to external agencies where necessary.
- 10.10. More support following a critical incident can be accessed by contacting **the school office**.

11. Media relations

- 11.1. All communication between the academy and the media will be conducted in accordance with the academy's **Media Relations Policy**.
- 11.2. Where possible, press interest will be managed by the CMAT CEO or delegated by them to an alternative CMAT officer.
- 11.3. All information given to the media is done so through a single reliable source.
- 11.4. All statements will be agreed by the **Head Teacher** and CMAT CEO / delegated officer before going to the press.
- 11.5. Pupils will not be named during communication with the press unless parental consent has been sought.
- 11.6. Personal information regarding staff members, pupils and visitors will be kept confidential and treated in accordance with the academy's **Data Protection Policy**.
- 11.7. Details of the critical incident which may be harmful to investigations into the incident or which reveal personal information will be treated as confidential.
- 11.8. Staff members will not talk off the record to the media and will refer all enquiries to the **Head Teacher**.
- 11.9. The academy will strive to liaise and co-operate with the media by answering any queries, as appropriate.
- 11.10. All statements given to the press will be factual.
- 11.11. The academy will aim to reassure the public and demonstrate control of the situation, as well as counter any dangerous rumours or gossip.

11.12. Child protection and safeguarding measures will be taken when reporting about pupils.

11.13. Parental permission will be sought prior to any press interviews with pupils.

11.14. Times of press releases will be pre-agreed in order to avoid continuous pressure.

11.15. Where appropriate, a pre-prepared statement containing basic information about the academy and the academy's procedures will be used.

11.16. The critical incident management team will ensure that any media access to the site, staff and pupils is controlled.

12. Handling complaints

12.1. **Springfield Primary** recognises that the occurrence of a critical incident is a sensitive subject.

12.2. Complaints or concerns regarding the academy's critical incident arrangements should be made in accordance with the academy's **Complaints Procedure Policy**.

12.3. The academy will continuously work to address and resolve concerns, ensuring that critical incidents are dealt with in line with the law, as well as in a sensitive and supportive manner.

13. Monitoring and review

13.1. This policy will be reviewed on an **annual** basis by the CMAT Trust Board.

Initial Action Form

In the event of a critical incident, this form should be completed by whoever receives the alert in order to gather as much information as possible.

Name of the person alerting the academy about the incident:	
Emergency procedure carried out:	
Alert raised by:	
Details of the incident:	
Number of people involved:	
Details of staff members at the scene:	
People who have been informed:	
Exact location of the incident:	
Number of casualties and injuries:	
Details of any casualties and injuries:	

Action taken so far:

Assistance needed:

Form completed by:

Job role:

Critical Activities

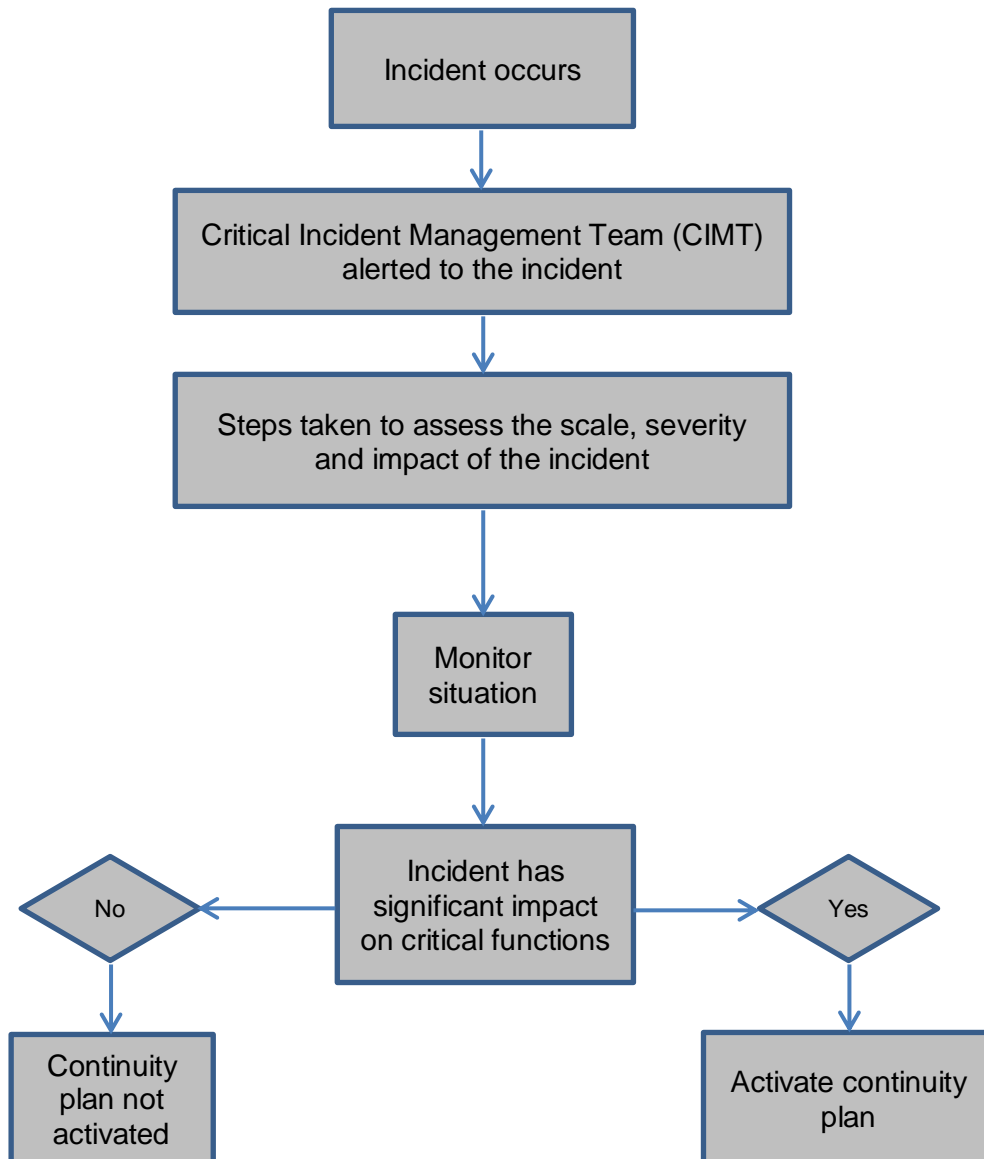
This list can be used during an emergency to assist your decision making when compiling an Action Plan as to which functions need to be reinstated first.

No .	CRITICAL Academy Activity	Relevant statutory duties	Existing measures	Implications / Impact	Resource requirements for the critical activity				When required						
					Staff	Equipment			4hrs.	24hrs.	48 hrs.	1 week	2 weeks	1 month	
1.	Safeguarding staff members and pupils		Annual risk assessments	Injury or death											
2.	Teaching		Daubeney Academy or KCA	Pupils not able to learn											
3.	Catering	Provision of free school meals		Children go hungry											
4.	Access to ICT		Daily back up of data off-site												
5.	Examination centre														

Our I.T systems are backed up off-site by Partnership Education using the cloud and are accessible by Mrs C Andrews.

Critical Incident Plan Activation

Use this flowchart to help ascertain **whether or not** to activate the Academy Critical Incident continuity plan.



Responsibility for Plan Activation

A member of the Critical Incident Management Team will activate and stand down this Plan.

Critical Incident Management

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

	Action	Details	Responsibility	Actioned?
1.	<ul style="list-style-type: none"> Initial assessment 	<ul style="list-style-type: none"> Survey the incident scene and disseminate information. 		<input checked="" type="checkbox"/>
2.	<ul style="list-style-type: none"> Call the emergency services (as appropriate) 	<ul style="list-style-type: none"> Provide as much information about the incident as possible. 		<input checked="" type="checkbox"/>
3.	<ul style="list-style-type: none"> Evacuate the academy building if necessary. Ascertain whether pupils should remain within the academy grounds at a relative place of safety indoors. If it is safe, consider the recovery of vital assets to sustain critical academy activities. Inform relevant stakeholders of site evacuation. 	<ul style="list-style-type: none"> Use standard fire evacuation procedures. Consider staff members and pupils with special needs and/or disabilities. If remaining within the academy grounds, ensure that the assembly point is safe Take advice from emergency services as appropriate. 		<input checked="" type="checkbox"/>
4.	<ul style="list-style-type: none"> Ensure that all pupils, staff members and academy visitors report to the identified assembly point. 	<ul style="list-style-type: none"> The normal assembly point is: the school playground The alternative assembly point is: Daubeney Sports Hall 		<input checked="" type="checkbox"/>
5.	<ul style="list-style-type: none"> Check that all pupils, staff members and visitors have been evacuated. Consider the safety of all pupils, staff members and visitors as a priority. 	<ul style="list-style-type: none"> Undertake a roll call using the pupil attendance register, staff lists and the visitors signing in book. 		<input checked="" type="checkbox"/>
6.	<ul style="list-style-type: none"> Ensure that the emergency service vehicles have access to the incident site. 	<ul style="list-style-type: none"> Ensure any required actions are safe by undertaking a risk assessment. 		<input checked="" type="checkbox"/>
7.	<ul style="list-style-type: none"> Establish a contact point for all supporting personnel. 	<ul style="list-style-type: none"> Consider the availability of staff members and who may be best placed to communicate information. 		<input checked="" type="checkbox"/>

9.	<ul style="list-style-type: none"> Ensure a log of key decisions and actions is started and maintained throughout the incident. 	<ul style="list-style-type: none"> Use the template in the appendix. 		<input checked="" type="checkbox"/>
10.	<ul style="list-style-type: none"> Where appropriate, record names and details of any staff members or visitors who may have been injured or affected by the incident. 	<p>This information should be held securely as it may be required by emergency services or other agencies either during or following the incident.</p>		<input type="checkbox"/>
11.	<ul style="list-style-type: none"> Assess the impact of the incident. Identify and agree next steps. 	<ul style="list-style-type: none"> Continue to record key decisions and actions in the incident log. 		<input type="checkbox"/>
12.	<ul style="list-style-type: none"> Log details of all items lost by pupils, staff members and visitors as a result of the incident, if appropriate, 			<input type="checkbox"/>
13.	<ul style="list-style-type: none"> Consider the involvement of other teams, services or organisations that may be required to support the management of the incident. 	<ul style="list-style-type: none"> See attached key contacts list 		<input type="checkbox"/>
15.	<ul style="list-style-type: none"> Assess the key priorities for the remainder of the working day and take relevant action. 	<ul style="list-style-type: none"> Consider actions to ensure the health, safety and well-being of the academy community at all times. Consider your business continuity strategies to ensure that the impact of the disruption is minimised. Consider the academy's legal duty to provide free school meals and how this will be facilitated. 		<input type="checkbox"/>
16.	<ul style="list-style-type: none"> Ensure staff members are kept informed about what is required of them. 			<input type="checkbox"/>
17.	<ul style="list-style-type: none"> Ensure parents and pupils are kept informed as appropriate to the circumstances of the incident. 	<ul style="list-style-type: none"> Consider communication strategies and additional support for pupils with special needs. Agree arrangements for parents collecting pupils at an appropriate time. Consider the notification of pupils not currently in academy. 		<input type="checkbox"/>

19.	<ul style="list-style-type: none"> Ensure CMAT CEO & Local governors are kept informed as appropriate to the circumstances of the incident. 	<ul style="list-style-type: none"> Contact CMAT by email or by mobile phone if there is no internet available. 		<input type="checkbox"/>
20.	<ul style="list-style-type: none"> Consider the wider notification process and the key messages to communicate. 	<ul style="list-style-type: none"> Local radios may be useful in broadcasting key messages. 		<input type="checkbox"/>
21.	<ul style="list-style-type: none"> Communicate the interim arrangements for delivery of critical academy activities. 	<ul style="list-style-type: none"> Ensure all stakeholders are kept informed of any contingency arrangements. Text messages to parents 		<input type="checkbox"/>
22.	<ul style="list-style-type: none"> Log all expenditure incurred as a result of the incident 	<ul style="list-style-type: none"> Record all incident-related costs incurred in the attached financial expenditure log. 		<input type="checkbox"/>
23.	<ul style="list-style-type: none"> Seek specific advice/inform your insurance company. 	<ul style="list-style-type: none"> Insurance policy details can be found in the school office. 		<input type="checkbox"/>
24.	<ul style="list-style-type: none"> Ensure recording process is in place for staff members and pupils leaving the site. 	<ul style="list-style-type: none"> Ensure the safety of staff members and pupils before they leave site and identify suitable support and risk control measures. 		<input type="checkbox"/>

Continuity

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

No.	Action	Details	Responsibility	Actioned?
1.	Identify any other stakeholders required to be involved in the business continuity response.	<ul style="list-style-type: none"> Depending on the incident, you may need additional/specific input in order to facilitate the recovery of critical activities. This may require the involvement of external partners. 		<input type="checkbox"/>
2.	Evaluate the impact of the incident	<ul style="list-style-type: none"> Take time to understand the impact of the incident on the normal operations of the academy. 		<input type="checkbox"/>
3.	Log all decisions and actions, including what you decide not to do and include your decision making rationale.	<ul style="list-style-type: none"> See the attached activity log. 		<input type="checkbox"/>
4.	Log all financial expenditure incurred.	<ul style="list-style-type: none"> See the attached financial expenditure log. 		<input type="checkbox"/>
5.	Allocate specific roles as necessary.	<ul style="list-style-type: none"> Roles allocated will depend on the nature of the incident and the availability of staff members. 		<input type="checkbox"/>
6.	Secure resources to enable critical activities to continue or be recovered.			<input type="checkbox"/>
7.	Deliver appropriate communication actions as required.	<ul style="list-style-type: none"> Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders 		<input type="checkbox"/>

Recovery

The purpose of the recovery phase is to resume normal academy operations as soon as possible.

No.	Action	Details	Responsibility	Actioned?
1.	Agree and plan the actions required to enable recovery of normal academy operations.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.		<input type="checkbox"/>
2.	Respond to any ongoing and long-term support needs of staff members and pupils.	Depending on the nature of the incident, the Critical Incident Management Team may need to consider the use of counselling services.		<input type="checkbox"/>
3.	Once recovery actions are complete, communicate the return to normal academy operations.	Ensure all staff members are aware that the business continuity plan is no longer in effect. Inform by group text.		<input type="checkbox"/>
4.	Debrief staff members (possibly with pupils) about the incident.			<input type="checkbox"/>
5.	Complete a report to document opportunities for improvement and any lessons identified.	<ul style="list-style-type: none"> The incident report should be reviewed by all members of the Critical Incident Management Team. CMAT Officers & Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the academy. 		
6.	Review this continuity plan in light of lessons learnt from the incident and the response to it.	<ul style="list-style-type: none"> Implement recommendations for improvement and update this plan. Ensure any revised versions of the plan are read by all members of the business continuity team. 		<input type="checkbox"/>

Contents of Emergency Box

Section	Details	Checklist
Business continuity	Critical Incident Policy	<input type="checkbox"/>
	Emergency Evacuation policy	<input type="checkbox"/>
Organisational	Staff handbook (policies and procedures)	<input type="checkbox"/>
	Academy branding material	<input type="checkbox"/>
	Academy logo	<input type="checkbox"/>
	Other key documents	<input type="checkbox"/>
Financial	Bank, insurance details, payroll	<input type="checkbox"/>
	Invoices, purchase orders	<input type="checkbox"/>
	Financial procedures	<input type="checkbox"/>
	Assets register and insurance policy	<input type="checkbox"/>
Staff	Staff contact details	<input type="checkbox"/>
	Staff emergency contact details	<input type="checkbox"/>
Equipment	Laptop with wireless connection	<input type="checkbox"/>
	Internet Dongle	<input type="checkbox"/>
	Pre-paid pay as you go mobile phone and battery powered charger	<input type="checkbox"/>
	Wind up radio	<input type="checkbox"/>
	Wind up torch	<input type="checkbox"/>
	Emergency shelter	<input type="checkbox"/>
	Disposable camera with film	<input type="checkbox"/>
	Data restoration routine	<input type="checkbox"/>
Other items	First aid box	<input type="checkbox"/>
	Street map of area	<input type="checkbox"/>
	Stationary	<input type="checkbox"/>
	Hazard barrier tape	<input type="checkbox"/>
	Emergency cash, cheque book or credit card	<input type="checkbox"/>
	Contact details for taxi / transport providers	<input type="checkbox"/>
	Academy floor plans	<input type="checkbox"/>
	Spare keys	<input type="checkbox"/>
	Whistle / megaphones	<input type="checkbox"/>
	High visibility jackets	<input type="checkbox"/>

Academy Information

Academy details	
Name of academy	Springfield Primary
Type of academy / academy	Primary
Academy / Academy address	Orchard Street, Kempston, Bedford, MK42 7LJ
Academy / Academy operating hours	8:40 – 3:30
Approximate number of staff	60
Approximate number of pupils	432
Age range of pupils	4 - 11

Key Contacts

Contact	Telephone No.	Email address
Academy contacts		
Head Teacher	07737592026	candrews@springfieldprimaryschool.org.uk
Assistant Head Teacher	07769662408	mtreble@springfieldprimaryschool.org.uk
Academy Business Manager		cscarcelli@springfieldprimaryschool.org.uk
Key CMAT contacts		
CMAT CEO	07733328757	stephen@challengertrust.org
CMAT Chief finance & Ops		hdowsett@challengermat.org
CMAT Senior Projects Officer		kholland@challengermat.org
CMAT Operations Officer		jcarr@challengermat.org
Key LGB contacts		
Chair of Governors	07766367467	dgibbon@springfieldprimaryschool.org.uk
Vice Chair of Governors		
Key local authority contacts		
Emergency number		
Children's services		
Other contacts		
Media contacts		
Local BBC radio station		
Other local radio station		
Local newspaper		
Other useful contacts		
Department for Education		
Foreign and Commonwealth Office		
Environment Agency		
Met Office		
Health and Safety Executive		
Insurance Company		
National Union of Teachers		
Other		

Lockdown

Management and Control	
Nominated person	Responsibility
Head Teacher	Initial contact with the emergency services
Deputy Head Teacher	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Repetitive sounding of lock down alarm
Signal for all-clear	Alarm stops sounding

Lockdown	
Specified assembly room(s)	Individual classrooms or corridors
Entrance points	External doors
Communication arrangements	Mobile phones Instant messaging / email
Notes	

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room(s).	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room(s).	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Turn off lights. • Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room(s) are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the specified assembly room(s) until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		