



## Star Primary School Critical Incident Policy

### **School Mission Statement:**

*At Star Primary School we believe that everyone is equally loved and accepted.*

*Acknowledging the diversity of our community, we...*

- *Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- *Nurture positive home, school and community relationships;*
- *Promote tolerance and respect for all people and the world we live in.*



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# Critical Incident Policy

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## Introduction

Schools, under normal circumstances, provide a safe and secure environment for all children to learn, develop and grow in. Unfortunately, crises or tragedies can occur and can result in significant distress for all individuals involved as well as for the school as a whole. There are any number of possibilities requiring any number of responses and this policy outlines some of the procedures the school will take if such an incident present itself.

## What counts as a Critical Incident?

A Critical Incident may be defined as a single incident or sequence of incidents which:

- Are sudden and unexpected
- Contain real or imagined threats to a person
- Overwhelm usual coping mechanisms
- Cause severe disruption
- Are traumatic to anyone

Critical Incidents affecting school may include:

- The death of a pupil(s) or member(s) of staff through sudden accident, murder, terminal illness or suicide.
- A serious accident involving pupils and school personnel on or off school premises.
- A violent attack or violent intrusion onto school premises, e.g. involving an armed intruder or a bomb alert.
- Fire, flood, building collapse or major vandalism in school.
- A hostage situation.
- A significant event in the community, e.g. transport accident, terrorism.

## Role of the school in a Critical Incident

At Star Primary School we recognise that we have an important role to play in helping children understand and cope with the impact of traumatic events. School is a normal place to be and offers security at a time of insecurity.

Pupils may be affected by crises that occur either in or out of school. The emotional effects of disasters on children are not always immediately obvious to parents/carers or school staff. Indeed, at times children find it difficult to confide their distress to adults as they know that it will upset them. In some children the distress can last for months, even years, and may additionally affect their academic attainment. Some young people may not feel comfortable enough or be able to share their feelings and thoughts in public or with staff either because they are unable to do so or because they fear their confidence may be abused. Similarly, because many adults are not able to talk about death, bereavement and tragedy, they may unwittingly stop children talking about similar emotional experiences.

At Star Primary School we take all children's needs seriously, including emotional/psychological and are committed to ensuring all children receive the help they require to explore such matters as death and significant harm or injury in an environment of trust, care and safety. We also recognise the impact such incidents can have on the well-being of staff and parents/ carers and will do our utmost to support any recovery needed and to work with any agencies required.

## Preventive and precautionary measures

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effects of others minimised by taking

sensible precautionary measures.

At Star Primary we expect that:

- Staff and pupils will be familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm
- Staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in this policy)
- Staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to the school entrance area
- Staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the Head Teacher
- Staff will sign in and out of the premises
- Staff are aware of pupils with medical needs or health problems
- Staff are aware of school procedures in dealing with violence at work
- Staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity
- Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity
- Additionally, in the event of a critical incident the priorities of those adults in charge of the school or trip will be to:
  - Save life
  - Minimise personal injury
  - Safeguard the interests of all pupils and staff
  - Minimise loss and to return to normal working as quickly as possible

### **Plan to minimise the impact of a crisis**

At Star Primary School we will follow any guidance given by the Local Authority as well as any advice given by Police.

The school's reaction to a critical incident can be divided into the following categories:

- a) Immediate action
- b) Short term action
- c) Medium term action
- d) Longer term action
- e) Reflection

### **IMMEDIATE ACTION – When a crisis occurs:**

1. Obtain accurate information relating to the incident and relay this to the Head Teacher (or Deputy Head Teacher in her absence)
2. Ensure staff have an emergency number (mobile) to contact the Head Teacher as outside lines may be jammed as a response to any incident outside of the school.
3. The Head Teacher will contact the parent/ carer of the child caught in the tragedy and ask them to come into school for a full briefing if this is appropriate. (This may not be appropriate if the parent/carer needs to go to a hospital if the child has been seriously injured.) Parents/ carers need to be informed of all available facts as early as possible, or if school needs to be evacuated off site, all children and adults will evacuate to:

Eastlea Secondary School,  
Pretoria Road,  
London,  
E16 4NP  
0207 540 0400

Gainsborough Road,  
London,  
E15 3AF.  
0207 476 3533

Gainsborough Primary School

If these locations are unsuitable, evacuate to **Star Park**.

4. The Chair of Governors and appropriate officers in the Local Authority will be contacted and notified of the incident so that appropriate assistance can be given.
5. Staff will be informed as early as possible.
6. Ensure any incoming calls by other parents or agencies are answered. A record of who has phoned will be kept so the school knows who else needs to be contacted.
7. All other parents/ carers will be informed that a significant accident has occurred and the result of this may be that their child will be upset. Any parent who is distressed will be offered support and telephone numbers given of agencies which can help.
8. A telephone call will be made to inform our neighbouring schools that an incident of significance has occurred.
9. The school will contact the Local Authority press officer for advice regarding dealing with the media. All guidance will be adhered to. No member of staff or member of the Governing Body will talk to the media unless previously arranged. Additionally, all parents/ carers and children will be asked not to talk to the media in the best interests of the children, staff and school as a whole. It is expected that the LA press officer will deal with any request for television, radio or newspaper interviews. All enquiries will be directed to and through the press officer who will (if required) arrange to have a briefing session with the press.
10. Pupils will be informed of what has happened in a factual but sensitive way so to avoid any misunderstanding. It is preferable to do this as classes so that children can ask any questions they may have. Facts only will be shared and staff will not share any personal comments or speculations. They will be told as close to the time that parents/ carers are informed.
11. School routines will continue (as far as possible). This is to ensure the children feel secure and know there is stability in school.
12. If the incident has resulted in a death, the school will enquire as to the burial customs of the family (some religions hold their funeral services within 24 hours of death). This will include whether sending flowers, for instance, is appropriate.

### **SHORT TERM ACTION**

Once it is confirmed that the school is facing a major crisis the following will be followed:

1. Ensure children receive any medical or first aid support they require and that they are physically safe from any further harm.
2. Ensure children are reunited with their families as soon as practicable. If necessary, organise for families to be taken to their children.
3. Ensure all staff, teaching and non-teaching, have an opportunity to express their emotional reactions to the crisis.
4. Make contacts with other professionals and organised support for any member of staff or child who requires professional help. The Head Teacher has responsibility for ensuring that the right professional support is in place for the children. If appropriate, set up a regular support group, counselling sessions and someone who will monitor and assess the children's and/ or staff's needs and their well-being.
5. Organise for appropriate agencies to come into school to talk to all the children in assemblies if this is required and will be helpful.
6. After a few days or when deemed appropriate, organise for a designated person in school to be available to listen to any of the children's reflections, thoughts and feelings on the prior events. If a child feels more comfortable talking to another member of staff, this will be acknowledged and organised.
7. If a child or a group of children have been personally affected by the incident, all other children need to be given time to make cards and send messages as appropriate.
8. Staff need to be aware that children may show a reaction in their play and learning and that this can be a normal reaction to significant events. Staff need to make observation notes and keep careful records of any behaviour that is unusual for the child, and these should be shared with the parent. Appropriate support will be put in place if this is required.

9. Organise a debriefing session for children and staff by an experienced person from outside the school. This is to ensure:

- there is clarification about what has happened
- there is an opportunity for everyone to share and talk about their reaction to what has happened
- give reassurance
- mobilise resources

10. The school will contact the families of those who have been hurt or bereaved and express sympathy and give support

### **MEDIUM TERM ACTION**

Careful and sensitive planning is required to ensure pupils, staff and the whole school community recover as quickly as possible and that stability is recreated.

At Star Primary School we will:

1. Make sensitive arrangements for the return to school which may include:

- the possibility of part time or flexible attendance
- preparing re-entry into the class
- ensuring the curriculum is well thought through
- a catch up package is planned
- organising visits by the class teacher and friends to give confidence and a clear message of a support network at school
- set up 'sanctuary' arrangements for any pupil if they feel upset or become overwhelmed by the recent events

2. Arrange alternative teaching if necessary (the pupil may have difficulties concentrating or writing and this will need to be considered by staff)

3. Arrange support for affected staff. Staff may need to have their own needs met and the Star will contact any appropriate outside consultants or agencies to assist with this. Advice will always be sought from Health or Local Authority personnel.

4. Liaise with parents which will include the sending of bulletins. These may include what help has been put in place, a list of people who can offer further support and who to contact if parents have any further concerns about their child.

5. Decide about attendance at funerals. This will usually be the Star, the Chair of Governors and other members of the staff if available.

6. A special assembly or memorial service will be planned to allow the whole school community to acknowledge the events and to ensure there is a moving on from these if this is deemed appropriate.

7. Ensure staff and parents/ carers are aware of how they will be kept up to date with their child's progress in school. The Star will contact any parent/ carer personally and establish a plan of communication.

### **LONGER TERM ACTION**

At Star Primary School we recognise that the effect of any crisis can last for many years. The following will be considered:

1. Introduce strategies to continue monitoring the most vulnerable pupils and staff. All new members of staff will be informed of the events that took place and additionally, have access to any monitoring notes made. New staff will additionally know how to obtain further help if this is necessary.

2. Consult and decide on whether and how to mark the anniversary of the event.

3. Plan how to deal with any legal processes, enquiries and even news stories that may bring back distressing memories and cause temporary upset within the school.

### **Curriculum planning for serious injury, death and bereavement**

The Curriculum at Star Primary School we believe that the subject of death and how to deal with death should not be left for when a critical incident happens in school. Most

children will have experienced death in some way, whether this is the demise of a loved family member or a family pet. Death should be seen as a natural part of our life cycle and needs to be discussed sensitively through the curriculum we deliver.

The discussion and coverage of these issues in the curriculum will mean that pupils will already have had some familiarity with them. Whatever the age of the children, the issues can be embedded in the curriculum, so that our young people are used to talking about such subjects. In this way they will not be shrouded in mystery and taboo and may feel more open to talk about their feelings and any fears, worries or anxieties they may have. At Star Primary School we choose to discuss death and bereavement through our Religious Education, Science and Personal Social, Health, Cultural and Economic curriculum (PSHCE).

### **Helping teachers deal with sensitive issues**

As a school we recognise that some teachers may find it uncomfortable to explore ideas and feelings they are not completely at ease with themselves. Additional development support will be sought from the Local Authority who will help to develop strategies for dealing with difficult questions and personal feelings. We will always seek advice from professionals within the Local Authority who will help us to best support all the children within the school.

### **Multi-cultural and multi-faith issues**

At Star Primary School we recognise that we need to have a clear understanding of all of our pupils' backgrounds. This includes having an informed understanding of different cultural and religious attitudes to disability, disasters, death, bereavement, mourning and funerals. Such awareness of diverse views and expectations contributes towards creating a supportive ethos within the school. We aim to discuss these as part of our focus on Spiritual, Moral, Social and Cultural learning (SMSC) which is central to our curriculum. We continue to strive to deliver a curriculum that best prepares all of our young people for situations they will face during their lives. We value any feedback from children, as well as from parents/ carers. There is always an opportunity to talk to staff if there are any issues connected with serious injury, death or bereavement which families feel the school needs to be aware of. By working together, it is hoped that every child will quickly overcome any reaction to critical incidents that they have been involved with, have witnessed or been a part of as part of the school family.

### **Significant damage to the school premises**

If the school building is not safe to be used as a place of learning the Star will contact the Local Authority for guidance in the hope that alternative arrangements can be made quickly. Parents will be informed that the school has been closed at the earliest opportunity so that appropriate child care can be secured. Information regarding the closure of the school will be through contacting parents through an alert on the website Home Page and through phone calls and text/ email messages (Parentmail) if these are available. The school will not reopen until all health and safety regulations have been met. We will always put the safety of our children and staff first.

### **Multiple staff absence**

There may be an occasion when there are multiple staff absence due to a severe virus, through other illnesses or through the impact of off-site accidents in which several members of the staff have been hurt. If there is insufficient staff to open the school parents will be informed as soon as possible. Guidance will be sought from the Local Authority as to whether there is any possibility of staff from neighbouring or other schools could be brought in at short notice to enable learning to continue in school. All possibilities will be looked into to ensure the school functions as normally as possible and as soon as possible.

## **REFLECTION**

Consideration after the critical incident:

- Self-care for staff; be aware of delayed responses and provide opportunities to reflect on resiliency of the community and individuals.
- Be mindful of significant dates and on how these may take on a new meaning for individuals or the community.
- Reflect on what our school has learnt from the Critical Incident and what would be done differently if there were another. Update plans as necessary.
- Identify skills that need to be developed in staff or pupils?

<b>Task</b>	<b>Timescale</b>	<b>Lead Person/Team</b>
Obtain factual information of crisis	ASAP/ Within hours	Head Teacher
SLT to meet with support personnel	ASAP/ Within hours	Head Teacher, SLT and Chair of Governors
Establish an intervention team	Within hours	Head Teacher, SLT and Chair of Governors
Contact families concerned	Within hours	Admin Staff
Call a staff meeting to give information	ASAP/Same day if practical	Head Teacher
Inform pupils in small groups	Same day if practical	Head Teacher & class teachers
Arrange a debriefing meeting for staff involved in disaster	Same day if practical	Head Teacher & all staff
Debriefing for pupils involved in the disaster	As soon as possible	Head Teacher & class teachers
Identify high risk pupils and staff	Next few	Head Teacher & class teachers
Promote discussion in classes	Next few days and weeks	Class teachers & teaching assistants
Identify the need for group or individual treatment	Days or weeks after disaster	Class teachers, teaching assistants and Head Teacher
Organise treatment	As required	Head Teacher and SLT



## **EMERGENCY EVACUATION PLAN STAR PRIMARY SCHOOL**

### **PURPOSE**

The purpose of the plan is:

- To ensure that the people who work in Star Primary know what to do in the event of a fire
- To ensure that all people within the school premises, including members of the public, ancillary staff and temporary staff are safely evacuated.

### **FIRE**

The standard fire procedure must be followed and the Head Teacher (or other appointed person who will call emergency services in her absence). When they arrive will discuss with emergency services whether it is necessary to evacuate the site.

### **GAS LEAK**

Gas is a powerful explosive in certain conditions. If a gas leak is suspected, the gas board must be contacted immediately. Normal evacuation should take place and the fire brigade contacted and informed. Evacuation of the site will be conducted after the Head teacher has taken legal advice from the gas board.

### **BOMB THREAT OR SUSPECT DEVICE**

The bomb threat procedure must be followed and then the emergency evacuation plan followed.

### **BOMB THREAT PROCEDURE**

In the event of a threat being received (phone call), the Head teacher (Deputy Head teacher in the Head teacher's absence) or person in charge must be notified immediately.

The fire alarm will be activated and emergency evacuation procedures will be put in to place.

### **EMERGENCY EVACUATION BOX**

The box should contain:

- 5 x A4 laminated signs for hanging on entrance gates "This school has been evacuated to Eastlea Community School, Pretoria Road, Canning Town, London, E16 4NP Tel: 020 7540 0400" (1<sup>st</sup> Evacuation base)
- 5 x A4 sixe laminated signs for hanging on entrance gates "This school has been evacuated to Gainsborough Primary School, Gainsborough Road, London, E15 3AF, Tel: 020 7476 3533" (2<sup>nd</sup> Evacuation base)
- A current list of Telephone/contact details of all pupils
- A current medical List of pupils
- A copy of important telephone numbers
- First Aid Materials

**The box shall be kept in the main office and must be clearly labelled "EMERGENCY EVACUATION BOX".**

Ensure medicines, asthma pumps etc. of those pupils requiring them are taken to the evacuation site.



## **EVACUATION OF SITE**

The Standard evacuation drill must be carried out and all pupils, staff and visitors on registers.

Eastlea Community School must be contacted and informed of the incident and likely arrival time. In the event that Eastlea School is affected by the evacuation then Gainsborough Primary School must be contacted and informed (see telephone numbers).

All classes should have a minimum of two members of staff accompanying them (Nursery – 4 adults)) and the Teacher should carry the register.

The Deputy Head (or appropriate member of Leadership Team in their absence) should lead the way.

Starting with the youngest children (in pairs), they should be escorted to Eastlea Community School or other receiving site.

At Star, the Head teacher (or Deputy in her absence) will liaise with the Fire Brigade/Gas Board and Geetha Unnithan (Health and Safety Coordinator or other appropriate local authority representative such as Newham Emergency Services) decide whether the situation is temporary (within 1 hour) or not. If the situation is likely to last longer, then arrangements need to be made to contact parents. The Admin staff will then find a suitable base at Eastlea or other appropriate site, so that they can contact parents using the school's landline (Eastlea will be compensated for the use of their telephone).

The local Authority Press Office will be contacted by the Head teacher (in liaison with Geetha Unnithan).

If the building is deemed safe then children will return to school following the same procedures as before.

## **MAIN RECEPTION STAFF/ADMIN STAFF**

The person on the main reception will:

- Take the visitor's book/register with them (if safe to do so)
- Check all toilets on the way out
- Take the emergency evacuation box
- On arrival at the assembly point report to the manager or other appropriate person
- Make the emergency plan available to person in charge

## **OTHER STAFF MEMBERS**

- On hearing the alarm leave by the nearest exit
- Ensure that any people met on the way are ushered to the exit with you
- Report to the assembly point

## **EVACUATION OF PEOPLE WITH MOBILITY PROBLEMS**

Wherever possible those with mobility problems should be assisted to evacuate via the stairs through main entrance if possible. Where this is not possible they should stay where they are and wait to be rescued by emergency services. For more information see evacuation of disable people standard policy.

## **FIRE FIGHTING EQUIPMENT & EMERGENCY INFORMATION**

The map attached shows:

- The location and type of fire fighting equipment available throughout the building
- The location of the fire control panel
- Smoke and heat detectors
- Emergency light units
- Electricity mains switch
- Water main stop cock
- Main gas shut off valve (and local valves in large kitchen areas)
- A copy of this emergency plan, including map is to be kept in the Visitors book

Fire fighting equipment is maintained under contract on an annual basis. The school will keep a log of events for the evacuation.

## **TRAINING (Induction)**

The Health & Safety Coordinator will ensure that the contents of this emergency plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff.

At Induction employees and temporary staff will tour the building and be shown the location of fire fighting equipment, alarm call points and emergency exits. It must be made clear to them that emergency escape routes and doors are not blocked or inhibited in any way. They must be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.



## ROLES AND RESPONSIBILITIES – ACTION PLAN

	ACTIONS	SUGGESTED PERSON RESPONSIBLE
1	Registers	Baneen Abbas
2	Visitors Book	Receptionist
3	Evacuation Box	Claire Barracks
4	Leader of Plan Designate roles and responsibilities Liaise with emergency services Coordinates from school Informs LEA of incident	Lisle Von Buchenroder
5	Assist Leader Remain at school	Steven Carbutt, Jacqui Jennings
6	Assist Leader Remain at School Inform parents/relatives Liaise with emergency services Contact relevant outside agencies	Steven Carbutt, Jacqui Jennings
7	Adopt Leader role if Head teacher not available	Steven Carbutt, Jacqui Jennings
8	Liaison with media	LB Newham Press Office (Via Geetha Unnithan, Health Safety Coordinator) Tel: 0208 249 6970 Mob: 07770 227094

<b>Emergency Contact Details</b>	
<p><b>Geetha Unnithan</b>  <b>NPW (Newham Partnership Working)</b>  <b>Boardman House,</b>  <b>64 Broadway,</b>  <b>London E15 1NT</b>  <b>020 8249 6900</b>  <b>07807 727 366</b></p>	<p><b>Newham Emergency Services</b>  <b>Folkestone Road Depot</b>  <b>East Ham</b>  <b>London</b>  <b>E6</b>  <b>Tel: 0203 373 2396/92</b>  <b>0208 552 6810</b></p>

### Dealing with critical incidents in schools

<u>Examples</u>	<u>Written guidance</u>	<u>What do you do first?</u>	<u>School Procedure ?</u>
Requirement to evacuate the school urgently, e.g. bomb threat, incident around gas leak etc.	SP93	Evacuate on the advice of Police or emergency services	Yes
Complete loss of utilities (water, gas, electricity)	SP75 for heating failure	Contact relevant contractor for emergency repair	√
Flood alert	SP36	Evacuate when instructed by the Local Authority	√
Flood localised	SP119	Follow guidance in Paragraph 3	√
Explosion on site	SP137	Dial 999 – evacuate. Report Dangerous Occurrence to Corporate Health and Safety Team	√
Fire	SP36	Dial 999, evacuate school. Do not re-enter until informed by emergency services to do so.	Yes
Area closure by the Police e.g. Siege	SP93	If during school day, evacuate and remove backed up records. If outside of school day, notify Geetha	√
Asbestos disturbance	SP84	Ring Newham’s Asbestos Audit Team	√
Discovery of Legionella bacteria in water systems.	SP100(updated 2008)	Follow action set out in guidance	√
Intruder	Safer Schools Protocol – Appendix 3	Contact Police	√
<p style="text-align: center;">7/7 type incident</p> <ul style="list-style-type: none"> <li>● Pupils on visits</li> <li>● Children left on site en mass</li> <li>● Anxiety about families etc</li> </ul>	EV Guidance for pupils on EV - SP54	Pupils on EVs – ring own school; assess situations. Contact Geetha to consider Rest and Reception Centre being established.	√
Educational Visit incident, e.g. pupil disappears, accidents, transport crash.	EV Guidance – SP54	Follow EV guidelines	√
Food poisoning on site	SP50 & SP92	Notify Environmental Health if a cluster outbreak occurs. Complete form.	√
Violent incident between members of school community	SP137 Incident reporting	Involve Medical Services as appropriate. If perpetrator is pupil, follow school’s discipline policy. If perpetrator is employee, follow staff disciplinary policy. Complete assault forms.	√

		If a parent, contact School Management Support to request/consider banning order.	
Arrest of employee		Speak to NPW Schools HR Service	✓
Death of child/adult in/out school day	SP137 (if work related)	Immediately contact Geetha to agree follow up plan. Complete accident/incident form if relevant	✓
Disappearance of child during school day		Assess risk to child; contact parents, police.	✓
Disappearance of child/adult outside school day		Follow Police advice. Need school plan.	✓
Flu pandemic	SP129	Prepare action checklist	✓
Communicable disease or disease clusters	SP50 and 92	Contact Geetha Environmental Health depending on guidance.	✓
Hot environment at school	SP116	Carry out a risk assessment.	✓
Heavy snow – actual or impending	SP122	Access risks re staffing and pupils	✓

## Appendix D

### **Critical incidents: Issues check**

Consider the following issues and whether they are likely to be relevant in the particular case:-

<b>1</b>	<b>Major Incident</b>
1.1	Convene predetermined School Incident Team (use attached Appendix D).
<b>2</b>	<b>Staff Briefing</b>
2.1	On need to know basis; remember confidentiality.
2.2	Continuing.
<b>3</b>	<b>Communication with pupils and parents</b>
3.1	On need to know basis.
3.2	Continuing.
3.3	Consider where appropriate to be in touch with neighbouring schools.
<b>4</b>	<b>Media</b>
4.1	If media interest is possible, alert Newham Communications Office. Tell media to speak to Newham Communications Office for any information
<b>5</b>	<b>Safety of children and staff</b>
5.1	Looking after children beyond the school day
<b>6</b>	<b>School contingency plan</b>
6.1	Head teachers required to have a copy of SP36 (Standard Procedure on Emergency Planning) at home
6.2	Need to scope school specific information to be held off site and where
<b>7</b>	<b>Accessing support</b>
7.1	Geetha will discuss.
7.2	Staff Helplines available: – Employee Assistance Programme (EAP) 0800 328 1437
7.3	Remember those people who are distressed
7.4	Don't forget aftermath trauma
<b>8</b>	<b>LA/NPW liaison</b>
8.1	If unsure, notify Geetha.
<b>9</b>	<b>Roles, responsibilities and control</b>
9.1	Be clear about this between the different agencies involved

9.2	Have key named contact at school
<b>10</b>	<b>School closure decisions</b>
10.1	<ul style="list-style-type: none"> <li>• Contact Geetha to discuss</li> </ul>
10.2	<ul style="list-style-type: none"> <li>• Consider Extended School activities implications</li> </ul>
<b>11</b>	<b>Liaison with Police</b>
11.1	<ul style="list-style-type: none"> <li>• If you are contacted first and the Police Officer is unknown to you, you should telephone back on the given number</li> </ul>
11.2	<ul style="list-style-type: none"> <li>• Police will agree with you a contact person</li> </ul>

### Appendix E

<b><u>How to deal with intruders on school premises</u></b>		
<b>Type of offence</b>	<b>Legal power</b>	<b>Action and by who</b>
Person trespasses on school premises.		School asks person to leave.
		Record incident in relevant School Log.
Trespasser becomes persistent.	S.547 Education Act 1996.	School Management Support/School warns trespasser by letter.
		School Management Support brings proceedings/seek injunction.
Trespasser refuses to leave School premises or causes or permits nuisance or disturbance.	S.547 Education Act 1996.	Consider calling School Police Officer/Local Neighbourhood Team/999.
		Police Officer/Authorised person (staff) can remove trespasser from premises.
		Police can obtain name & address but NOT arrest.
		School Management Support/School warns trespasser by letter.
		School Management Support brings proceedings.
Trespasser causes breach of the peace or there is	Common Law.	Contact School Police Officer/Local Neighbourhood Team/999.

fear there will be a breach of the peace.		Police to deal and can arrest if offence is committed.
Trespasser causes deliberate or reckless damage.	Criminal Damage Act 1971.	Contact School Police Officer/Local Neighbourhood Team/999.
		Police to investigate offence of Criminal Damage and prosecute if necessary.
Person causes intentional harassment, alarm or distress.	S.4(A) Public Order Act 1986.	Police to be contacted and requested to attend school.
		Police Officer warns person to stop and has power of arrest if person continues behaviour.
Person uses threatening, abusive, or insulting words or behaviour or disorderly conduct.	S.5 Public Order Act 1986.	Police to be contacted and requested to attend School.
		Police Officer warns person to stop and has power of arrest if person continues behaviour.
Person assaults another person.	Offences Against the Persons Act 1861.	Police to be contacted (999) and may arrest assailant.
Pupil suspected of being in possession of a knife or other weapon on School premises.	S.139A Criminal Justice Act 1988. S.4 Offensive Weapons Act 1996.	School to contact Police immediately (999).
		Police to deal.
		School to make attempts to 'isolate' offender and follow safety procedures.
Trespasser has been previously banned by Local Authority under S547.	S547 – Education Act 1996.	School contact School Police Officer/Local Neighbourhood Team/999 who has power to remove trespassers.
Excluded pupils fixed term and permanent entering School premises carrying a knife or weapon or creating ASB.	Common Law S.547 Education Act 1996	Police should be contacted. Contact School Management Support for banning order.

## Appendix F

### Key Contacts:

NPW (Newham Partnership Working)  
Boardman House,  
64 Broadway,  
London E15 1NT

Tel: 020 8249 6900 [www.npw.uk.com](http://www.npw.uk.com)  
Email: [geetha.unnithan@theeducationspace.co.uk](mailto:geetha.unnithan@theeducationspace.co.uk)

<b>NAME</b>	<b>ORGANISATION</b>	<b>NUMBER</b>
<b>Geetha UNNITHAN – During working hours</b>	<b>Newham Partnership Working</b>	<b>020 8249 6900 07807 727 366</b>
<b>Critical Team- out of hours</b>	<b>Newham Partnership Working</b>	<b>07770 227 094</b>
<b>Kristianah Fasanloye</b>	<b>Press Office (London Borough of Newham), Communication</b>	<b>020 3373 4728 07789 675 483</b>
<b>Peter Richardson</b>	<b>Asset Management</b>	<b>020 3373 1674 07960 156 249</b>
<b>Don Ford Valerie Jackson</b>	<b>Educational Psychologist London Borough of Newham</b>	<b>020 3373 2725 020 3373 2726</b>
<b>Counselling &amp; Advice</b>	<b>Employee Assistance Programme</b>	<b>0800 328 1437</b>
<b>Public Protection</b>	<b>Environmental Health</b>	<b>020 8552 6810</b>
<b>Newham Security Services (NSS)</b>	<b>Newham Security Services (NSS)</b>	<b>020 3373 2392 020 8552 6810 (Out of hours)</b>
<b>Staff Helpline</b>	<b>Employee Assistance Programme (EAP)</b>	<b>0800 328 1437</b>



**School critical incident team**

<b>Designation</b>	<b>Name</b>	<b>Contact number 1</b>	<b>Contact number 2</b>
Head Teacher	Lisle Von Buchenroder	0207 476 5336	07801063621
Deputy Head Teacher	Steven Carbutt	07855015664	
Deputy Head Teacher	Jacqui Jennings	07465858758	
Site Supervisor/Premises	Alrick Clarke	0207 476 5336	07432173313
Finance Assistant	Aga Chignard	0207 476 5336	07958675262

By order of the Governing Body of Star Primary School

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_

(Star)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_

(Governor)

**Policy Date: Autumn 2022**

**Review Date: Autumn 2025**