

This manual is one that all schools will hope they have no need to use. Indeed, many schools may never have to deal with a situation that might be classified as a “critical incident”.

However, experience would indicate that in Ealing it is likely that at least one very serious or critical incident will take place during the course of any one year that may involve one or more schools.

This manual has been revised to take account of recent incidents and to provide schools with guidance and support information on how such incidents may be handled. This ranges from initial planning and documentation that can be prepared, through the immediate handling and reporting of an incident, to the after effects and how these can be sympathetically and effectively dealt with. The manual has been expanded to include ‘serious’ as well as ‘critical’ incidents.

The information contained in this manual has been provided from a number of sources and experiences. In particular, the input from Headteachers who have dealt with critical incidents themselves or have a particular interest in developing this guidance has been very important and greatly appreciated. Advice from the Council’s Emergency Planning Officer was also very important throughout and the documentation from Wirral LA. Comments on a draft of this manual from Headteachers, governors, unions and professional association representatives, and officers from across the Council have helped to determine the final document.

I hope, therefore, that you will read and heed the excellent advice contained in this document. It is vital to ensure that your contingency plans and procedures are up to date and in place. Although it is increasingly difficult to make time for all the tasks that demand your attention, this is one that cannot be left until you know you need it!

David Archibald  
**Executive Director for Children and Adults**

## **EDITORIAL COMMENTS**

This second and revised edition of the manual has built upon events in recent years. It is the product of the efforts and emotions of school leaders, staff in schools, the Council and school governors. We hope that it will be a resource used proactively as well as reactively. Indeed, it is our hope that you do not need to make reactive use of the manual at all.

Updates to this manual will be made when necessary (including the contact list) and placed on the Ealing Grid for Learning and notified to schools via gatekeeping. Updates will be dated and should be added to or replace existing hard copy sections.

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