

NOTIFICATION OF CRITICAL INCIDENT AND CONTACT LIST

In the event of a critical incident please inform the Children's Service as soon as possible. The first three names on the contact list are your **initial contacts**. However, if you are unable to get a response please continue down the list using directorate contacts first:

*(**Please note the contact list will be updated as and when necessary. All updates will be available on the Ealing Grid for Learning and schools will be informed through gatekeeping)*

Initial contacts for all emergencies in and out of hours for the local authority:		
Safety, Security & Fire Prevention & Critical Incident Co-ordinator	Stephen Dunham	Work: 020 8825 7418
		Mobile: 07940 546 263
Assistant Director – Schools Service Partnerships	Bob Anderson	Work: 020 8825 9309
		Mobile: 07957 643 052

Others (Local Authority):		
Out of Hours Duty Officer	LA Switchboard	020 8825 5000
Assistant Director – School Improvement	Julie Lewis	Work: 020 8825 6473
		Mobile: 07908 620 804
Assistant Director – Planning & Resource Development	Gary Redhead	Work: 020 8825 5773
		Mobile: 07961 867 558
Director – Children & Families	Judith Finlay	Work: 020 8825 7106
Assistant Director - Children & Families, Planning, Partnership & Commissioning	Marcella Phelan	Work: 020 8825 8848
		Mobile: 07904 268 654
Asst. Director Head of Safeguard & Support	Finola Culbert	Work: 020 8825 5177
Safeguarding Children Manager	Rupindeer Vitdee	Work: 020 8825 5268
Executive Director for Children & Adults	David Archibald	Work: 020 8825 6983

		Mobile: 07919 155 509
Emergency Duty Team	Social Work	020 8825 5000
Communications Unit	Moira Mercer	020 8825 6357
Director of Finance (Children's Services)	Adele Taylor	020 8825 7548
Property Officer – Team Leader	Derek Murphy	Work: 020 8825 5053
		Mobile: 07957 658 640
Principal Educational Psychologist	Sue Nath	Work: 020 8825 9587
		Mobile: 07791 910 976
Link Educational Psychologist	School to insert	
Head of Access & Pupil Welfare	Tom Galvin	Work: 020 8825 5501
		Mobile: 07989 160 812
Link Education Social Worker	School to insert	
School Nurse	School to insert	
Social Services Contact	School to insert	
School Procurement Manager	David Shailes	Work: 020 8825 9381
		Mobile: 07786 127 728
Catering contractor	School to insert	
Transport Section	Lorna Joseph	020 8825 6214
Police (local)	School to insert	
Chair of Governors	School to insert	
Diocesan Board Contact	School to insert	
Parish Priest	School to insert	
School Improvement Partner	School to insert	
Insurance & Risk Manager	Robert Craik	020 8825 9365

INCIDENT REPORT FORM

To be completed by reporting school within 24 hours of the telephone report to the LA.

Incidents including trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Name of School:

Date of Incident:

Day of week:

Time:

1. Member of Staff reporting incident

Name:

Position:

2. Personal details of person(s) involved (if appropriate)

Name:

Work address (if different from school address)/home address (if pupil):
.....
.....
.....

Job/Position (if member of staff):

Dept/Section/Class:

Age (approx):

Sex:

3. Details of trespasser/assailant(s) (if appropriate/ known):

4. Witness(es) if any

Name: -----

Address: -----

Age (approx): ----- Sex: -----

Other Information

Relationship between member of staff/pupil and trespasser/assailant, if any:

5. Details of Incident:

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how, if assault, give details of any injury suffered, treatment received etc

b) Location of incident (attach sketch if appropriate)

c) Other details: describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present:

6. Outcome: (e.g. whether police were called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

7. Other information (to be completed as appropriate)

a) Possible contributory factors

b) Is trespasser/assailant known to have been involved in any previous incidents YES/NO

c) Give date and brief details of (b) if known

d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?

e) If no measures had been taken beforehand, could action now be taken? If so, what?

f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate

g) Any other relevant information

Signed: _____

Date: _____

Please return as soon as possible to:
Stephen Dunham
Schools Safety, Security & Fire Prevention
2nd Floor NE,
Perceval House
14/16 Uxbridge Road
Ealing W5 2HL

ACTION NOTIFICATION CHECK LIST

(priority may vary according to incident)

- | | | |
|--|-------------|-----------------------|
| Have emergency services been contacted? | - fire | <input type="radio"/> |
| | - police | <input type="radio"/> |
| | - ambulance | <input type="radio"/> |
| Schools Service Safety Officer | | <input type="radio"/> |
| Emergency Planning Officer | | <input type="radio"/> |
| Communications Unit | | <input type="radio"/> |
| Property Services | | <input type="radio"/> |
| Principal, Educational Psychology Service | | <input type="radio"/> |
| Principal Educational Social Worker | | <input type="radio"/> |
| School meals | | <input type="radio"/> |
| Transport | | <input type="radio"/> |
| Executive Director for Children and Families | | <input type="radio"/> |
| Director of Schools Service | | <input type="radio"/> |
| Director of Children and Families | | <input type="radio"/> |
| Cabinet Member for Children's Services | | <input type="radio"/> |
| CSMT | | <input type="radio"/> |
| Chief Executive | | <input type="radio"/> |
| Chair of Governors | | <input type="radio"/> |
| Insurance office | | <input type="radio"/> |