Rapid checklist for headteachers

Last updated: June 2024

Action will depend on the nature of the incident. Ensure a full log is kept of all actions taken as they happen as well as information received. Ensure that all staff and pupils are in a place of safety and security Have emergency services been called?...

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Crisis management

Last updated: June 2024

Stage 1 Initial responseOpen and continue to maintain a personal log of all factual information received, actions taken and the time and date of these events. This is good practice but is essential for many reasons, including the need to give...

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Response process

Last updated: June 2024

IncidentDesignated officer or senior officerChecklist notificationLevel 1 Critical incidentA critical incident, which may include a fatality (but not to a member of the school community) an where the incident is not the responsibility of LA/ school...

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Dealing with the media

Last updated: June 2024

As most recent disasters have shown, the response of the news media is likely to be quick with a large number of personnel and equipment. It is usually the police who are responsible for coordination of the emergency service response to a major...

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Educational psychologists

Last updated: June 2024

The role and educational psychologists trainingAll Educational Psychologists (EPs) have an honours degree in Psychology, are qualified and experienced teachers and have a Masters degree in Educational Psychology. They are thus in a unique position...

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Loss and bereavement

Last updated: August 2023

The following guidance notes have been reproduced in a modified form from Ealing's Guidelines and Policy for Schools on Personal and Social Education. "A child can live through anything so long as he or she is told the truth and is...

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School trips

Last updated: August 2023

Guidance in relation to critical incidents occurring on a school tripSchool trips, whether one-day, residential, local or further afield should be carefully planned to reduce the possibility of incidents or difficulties occurring. Here are the code...

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Troublemakers on site

Last updated: October 2024

TrespassTrespass is not, generally, a criminal offence. Schools are not public places and anyone who enters without permission of the Headteacher (who has day to day management of the school) is trespassing, unless there is a recognised "...

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School safe scheme

Last updated: December 2022

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Foreward

Last updated: June 2024

"There cannot be a crisis next week. My schedule is already full" Henry Kissinger. "Every little thing counts in a crisis" Jawaharal Nehru. This guidance is intended to help schools be prepared for a critical incident...

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