



CRITICAL INCIDENT RECOVERY POLICY

May Reid

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Signed – Governor

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Print Name

Date: December 2017

Review: December 2018

1. In the event of a serious incident the following have been identified as 'Incident Managers'.

- Headteacher - Jonathan Kemp
- Assistant Headteacher - Mohammed Abusef

Jonathan Kemp to lead in the event of a crisis and liaise with the Emergency Services, EFA and CSF.

In the event of a crisis all staff will be notified as soon as possible and the school office would be used as the central liaison point for communications.

The Hertfordshire Customer Service Centre will be used to assist in contacting parents and other key people. This service is available by telephoning 01438 737261:

Monday - Friday 8.00 - 20.00
 Saturday 9.00 - 16.00

At other times 07934 169576 should be used.

- The following individuals will be involved in dealing with a critical incident: HT; DHTs; School Manager; Site Manager; Head's P.A.; Chair of Governors and Network Manager
- Incident managers should have a copy of the Critical Incident Recovery Plan for schools for guidance in the event of a critical incident
- In the event of a critical incident, students will be notified using local radio, the school website, telephone contact, Parentmail and other means

2. Data

- All current staff and student data is held digitally on the school network
- Data is backed up daily on both servers located in the room off the Art room. SIMS data is backed up daily to an offsite location.
- SERCO - Academic Year End Data and Financial Data (RM Finance) are backed up daily at an offsite location

3. In the event of a Critical Incident up to date information will be available on & off site as indicated

Information Required	Person 1	Person 2	Person 3	In Place
Telephone numbers of all staff	Headteacher: Jonathan Kemp	Assistant Headteachers: Mohammed Abusef Kiron Mukherji		
Details of names, location and contact details, relating to all students and staff off site on school outings at any time	Trip Contact	Headteacher: Jonathan Kemp		
Student information e.g. reports, exam records etc.	Data Manager: Mohammed Abusef	Headteacher: Jonathan Kemp		
Contact list of all people and groups used by the school e.g. suppliers, contractors	School Manager: Jenny Buckeridge	Deputy School Manager: Sue English	Headteacher: Jonathan Kemp	

Contact list of all people, groups or organisations who visit or use your school and would need to be informed.	Site Manager: Steven White	School Manager: Jenny Buckeridge	Assistant Site Manager: Mark Saunders	
Significant medical information relating to all students and staff off site on school outings at any time.	Trip Contact	HLT Manager: Emily Brown		
Telephone numbers of all governors	Clerk to the Govs Susan English	Headteacher: Jonathan Kemp	Head's P.A.: Susan English	
Back up for all accounts	Jenny Buckeridge			
Location of keys to school safe	Jenny Buckeridge Susan English	Headteacher: Jonathan Kemp		
Names of keyholders	Headteacher: Jonathan Kemp			
Location of keys to mini bus and key code number	Jenny Buckeridge Susan English		Headteacher: Jonathan Kemp	
Premises and site plan of the school, including critical locations; e.g. chemical storage, key salvage priorities.	Site Manager: Steven White	Headteacher: Jonathan Kemp		
Gas, Electric and Water Mains control positions	Site Manager: Steven White	Headteacher: Jonathan Kemp	Assistant Headteacher Mohammed Abusef	
Copy of Asbestos Log	Site Manager: Steven White	Headteacher: Jonathan Kemp	School Manager Jenny Buckeridge	
School bank details, account number and sort code	School Manager Jenny Buckeridge	Headteacher: Jonathan Kemp		
Copy of schemes of work.		Line Managers	Headteacher: Jonathan Kemp	
Copy of policies	Headteacher: Jonathan Kemp			

All of the above information will be updated on at least a termly basis or more regularly if deemed necessary by the plan co-ordinator.