



CRITICAL INCIDENT RECOVERY POLICY

May Reid

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Signed – Governor

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Print Name

Date: November 2016

Review: November 2017

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 | Deputy Headteachers: Fraser Cunningham | | |
| 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 | |

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|--|------------------------------------|-------------------------------|--|--|
| Significant medical information relating to all students and staff off site on school outings at any time. | Trip Contact | HLT Manager: Michelle Domb | | |
| 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.