



Major Incident Policy – Including Lockdown Procedures

Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Austin Friars within its Health and Safety policy, has arrangements for accidents and incidents that occur as part of normal school life, however, some incidents are of a major nature and this policy sets out the arrangements for recognising such incidents, the controls required to avoid such incidents occurring and, ultimately, the responses required in the event of such an incident.

Policy Aims

The policy aims to identify the following:

- Clear identification of Major Incidents that may occur either in or outside the school
- Persons who have key roles in the on-going monitoring and review of the policy
- Persons who have key roles in the event of a Major Incident
- Who may be affected by a Major Incident such as pupils, staff, parents / guardians and any visitors to the school
- The controls that are required in order to prevent identified major incidents from occurring
- The checks that are required to ensure that identified controls are in place and are suitably robust
- That there is a suitable response to a Major Incident
- Ensure the ongoing safety of pupils, staff, parents / guardians and any visitors to the school
- The Major Incident policy will be reviewed on an annual basis or as a result of an incident in the interim periods

Major Incident Definitions

A Major Incident can happen suddenly and may occur in or out of school, but in either case it will have a major impact on pupils, staff or others. An incident may be designated as a Major Incident where the result is major injury to pupils, staff or others or likely to result in major disruption to the running of the school.

This policy focusses on the impact of a Major Incident on the safety of individuals rather than the fabric of the school.

The Major Incidents identified and covered in this policy are listed below, this list will be reviewed on an annual basis.

In School Major Incidents – lockdown may be implemented

- Serious accident to a pupil or adult (**AFMI 001**)
- Death of a pupil or adult (**AFMI 002**)
- Violence or assault (from a known intruder or pupil) (**AFMI 004**)
- Bomb threat (**AFMI 006**)
- Severe weather with impact to building or grounds (**AFMI 007**)



- Unknown Intruder/s (**AFMI 008**)
- Abduction of pupil or adult (**AFMI 009**)
- Gas leak (**AFMI 011**)
- Major electrical fault (**AFMI 012**)

In School Major Incidents

- Traffic accident in the vicinity of the school involving a pupil or adult (**AFMI 003**)
- Fire or explosion on site (**AFMI 005**)
- Major illness within the school community (**AFMI 010**)

Out of School Major Incidents

- Serious accident to a pupil or adult during out of school travel or activity (**AFMI 013**)
- Death of a pupil or adult during out of school travel or activity (**AFMI 014**)
- Serious accident or fatality to a pupil or adult during overseas travel, activities or trips (**AFMI 015**)
- Civil disturbances (**AFMI 016**)

General Planning and Responsibilities

In the event of a Major Incident, the Headmaster and the Deputy Head will assume the role of 'Incident Managers'. Should either of these members of staff be unavailable the role will be taken by another available member of the Senior Management Team (SMT). The Incident Managers will convene a Major Incident team, consisting of all available members of the SMT, the Estates Manager, or a member of their team if they are not in school, as well as the Chair of Trustees (or Vice-Chair), if available and practical to do so.

All staff and Trustees (if appropriate to do so) will be notified as soon as reasonably practicable, in particular, the Trustee with responsibility for Health and Safety should be informed.

The main Senior School office will be the central liaison point for all Major Incident communications and organisation. Where this office is not available due to the Major Incident, an alternative location will be identified by the Incident Manager.

Action Plan (AP) in the Event of a Major Incident

In School AP

- Follow the actions detailed in the relevant Major Incident Procedure (see appendix), ensuring the health, safety and wellbeing of any persons involved
- Assess the Major Incident (carried out by the Incident Manager)
- Convene the Major Incident Team
- Inform the relevant persons (as detailed in General Planning and Responsibilities above)
- Record as much information about the incident as possible, taking statements and photographs (where appropriate)
- Identify staff to handle incoming phone calls, make outgoing calls and relay messages to relevant staff
- Set up an area in the main office (or allocate an alternative location) as a central liaison point
- Using the current pupil and staff listings, contact any parents or next of kin of those affected by the incident, if appropriate to do so
- Record all actions and calls (both incoming and outgoing)



- Designated person to act as Press Officer (either the Headmaster or the Chair of Trustees), all pupils, other staff, and Trustees to be instructed NOT to speak to the press or post any messages on social media
- Member of the Estates Team or external security officer to be assigned to all entrances and exits of the site in order to:
 - a. Facilitate access onto the school site of the Emergency Services (and parents / next of kin, if appropriate).
 - b. Restrict press and television from the site unless authorised by the Headmaster/Deputy Head or Chair of Trustees.

Out of School AP

- Follow the actions detailed in the relevant Major Incident Procedure (see appendix), ensuring the health, safety and wellbeing of any persons involved
- Assess the information received regarding the Major Incident (carried out by the Incident Manager)
- Convene the Major Incident Team
- Inform the relevant persons (as detailed in General Planning and Responsibilities above)
- Record as much information about the incident as possible
- Identify staff to handle incoming phone calls, make outgoing calls and relay messages to relevant staff
- Set up an area in the main office (or allocate an alternative location) as a central liaison point
- Using the current pupil and staff listings contact any parents or next of kin of those affected by the incident if appropriate to do so
- Record all actions and calls (both incoming and outgoing)
- Designated person to act as Press Officer (either the Headmaster or the Chair of Trustees), all pupils, other staff, and Trustees to be instructed NOT to speak to the press or post any messages on social media
- Member of the Estates Team or external security officer to be assigned to all entrances and exits of the site in order to:
 - Facilitate access onto the school site of the Emergency Services (and parents / next of kin, if appropriate).
 - Restrict press and television from the site unless authorised by the Headmaster/Deputy Head or Chair of Trustees.

Controls and Checks

- Health and Safety Policy – updated annually (however, any legislation changes are implemented at the time of the legislation change)
- First Aid Policy – as above
- Risk Assessments for trips, visits and activities that involve potentially hazardous activities – all require individual risk assessments.
- General Risk Assessments – all areas of the school have annual risk assessments in place
- Security – the site is secured with keypads on all access doors, has CCTV in place and has a dual call alarm system in place. Junior School arrangements also include security card access
- Fire Alarm Practices - termly
- Lockdown Practices – at least annually
- Early warning messaging system to parents and staff for bad weather
- Gas safety Inspections & service to all appliances is carried out annually and evidence of this is held by the Site Manager



- Electrical: PAT testing carried out annually. Periodic Inspection of fixed wiring and distribution boards is carried out within a 5 year cycle and evidence of this is held by the Site Manager

Bursar

October 2025

Commented [RS1]: To be reviewed by external advisor
Fairhaven Nov 2025

Lockdown Procedures

Lockdown should only be activated by the Headmaster/Deputy Head/SMT/Site Team

Lockdown procedures may be activated in response to any number of situations:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- Bomb threat (Internal or inwards evacuation - 'invacuation').
- The close proximity of a dangerous dog roaming loose.
- Damage to school buildings (eg through weather conditions) which could potentially cause harm to pupils.
- Serious accident to a pupil or member of staff in school

To Implement Lockdown, the appropriate alarm will be activated (in either the JS or SS) and a call will be made to the former pre-school building to notify the occupants. In addition, other means of internal communications - mobile phone, internal e-mail, texts etc. can be used.



Pupils who are outside of the school buildings are brought inside as quickly as possible to either a classroom or changing rooms.

In the event of the Lockdown alarm being activated during lunchtime or break, all pupils should go to their form rooms where tutors should supervise. After School pupils should remain in their club.

Those inside the school should remain in their classrooms; all external doors and, as necessary, windows are closed and locked, and blinds drawn (depending on the circumstances, internal classroom doors may also need to be locked, if possible). **Pupils should be instructed to turn off their mobile phones immediately and MUST not, under any circumstances, communicate with parents or post anything on social media.**

Catering staff should remain in the Ref and where possible should retreat to a lockable room.

Once in lockdown mode, all Site team members and SMT who are available should meet in the appropriate reception area, staff should notify the office immediately, via email or telephone, of any pupils not accounted for. **Staff MUST not, under any circumstances, communicate with anyone outside school or post anything on social media.** In the event of the ICT system not working, staff would be notified of any further action by SMT/Site team.

If there are pupils away on school trips, the teacher in charge should be notified, (only by agreement of the Headmaster/Deputy Head, or member of SMT in charge if they are not available), that the school is in lockdown and not to return to the school until told to do so.

Staff should encourage all pupils to keep calm and monitor their internal emails to await further detailed instructions.

As appropriate, the School, under the direction of the Headmaster/Deputy Head (or member of SMT in charge if they are not available), should establish communication with the Emergency Services as soon as possible.

If necessary and appropriate, parents should be notified as soon as it is practicable to do so via the school's established communications system.

Pupils will not be released to parents during a lockdown until safe to do so

If it is necessary to evacuate the building, the fire alarm will then be sounded.

Lockdown can only be brought to a close by authorisation of the Headmaster/Deputy Head, or member of SMT in charge if they are not available. This would be in the form of an email or automatic message on their computers.

Bursar

October 2025

Commented [RS2]: Fairhaven to review November 2025

Lockdown Procedure

Staff will need to make sure that they have access to a computer during lockdown in order to receive information as quickly as possible.

(Note: the pulse of the Lockdown Alarm is slower than that of the Fire Alarm)

In the event of an incident that requires the lockdown of the School.

1. The alarm will be activated by a member of SMT/Site Team (in either JS/SS)
2. Wherever the alarm was activated, a call is made from there to former Pre School building informing them of lockdown (if **they** hadn't already raised the alarm with a call to JS/SS).



3. **Staff will remain in the classroom they are teaching/room they are working¹.** They will receive information regarding the lockdown via email².
Staff/pupils outside doing Games should return to the appropriate changing room (and a member of staff go to the PE office to await further communication).
Pupils in VIth Form Common/Study Rooms should relocate to study room (with computers)



4. Staff must contact Reception (via email) immediately if there are any pupils who are unaccounted for in their class.
(For a record of those absent at registration see ISAMS - 'Out of School Report', in 'School Registrations')



5. Pupils are asked to remain seated and quiet and told **NOT** to use their mobile phones while lockdown is in progress - unless advised otherwise.



6. Staff will be given updates regarding lockdown from Reception/SMT via email (including the cessation of the procedure).

¹ Catering Staff should relocate to a lockable room if possible



² In the event of the ICT system not working, staff will be notified of any further action by a member of the SMT/Site team if safe to do so.



Appendix 1

(AFMI 001) Serious accident to a pupil or adult

In the event of a serious accident of a pupil or adult on school grounds, the major incident team will be convened and the major incident action plan for an in school major accident would be activated.

(AFMI 002) Death of a pupil or adult

In the event of a death of a pupil or adult on school grounds, the major incident team will be convened and the major incident action plan for an in school major accident would be activated. The Care Plan will also be implemented as appropriate (see Appendix 2).

(AFMI 003) Traffic accident in the vicinity of the school involving a pupil or adult

- If the accident was within the vicinity of the School but not on school grounds (local highway), the School would take advice from the Emergency Services on site.
- If the accident took place on school premises, emergency services would be called as appropriate and the School's lockdown procedure may be implemented if necessary.

(AFMI 004) Potential violence / assault (from known intruder, e.g., parent, relative, local resident)

If it is anticipated that an aggressive parent or known intruder are on their way into school, if possible they should be met by a member of the SMT/Site Team and asked to leave the premises. If appropriate, the police will be called.

However, on some occasions parents/known persons have already entered the building and proceeded to demonstrate aggressive behaviour toward a member of staff or pupil, often in front of other pupils. If this is the case, the following should be observed.

- Remove pupils if possible.
- Seek immediate help.
- Try to remain calm
- The HM/DHM should be informed.
- If the situation is out of control, the police should be called.
- In extreme cases, it may be necessary to use restraint procedures but this must not be done alone.

(AFMI 005) Fire or explosion on site

In the event of a fire, the schools fire evacuation procedures will be implemented.

In the event of an unexpected explosion, the school fire evacuation procedures will be implemented immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Service will be summoned and the Ambulance Service alerted. Directives will be taken from those services.

(AFMI 006) Bomb threat

The following procedures must be implemented should any member of staff ever receive a bomb threat over the phone:

If you receive a telephone threat you should:

- stay calm and listen carefully
- if practical, keep the caller talking and alert a colleague to dial 999
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- If the threat is a recorded message write down as much detail as possible



- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- Contact the HM/DH upon receipt of the threat, The HM/DH will need to make an assessment of the threat.

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible.
- If discovered in a written note, letter or as graffiti: treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

Actions to consider

There are three actions to consider. The responsibility for the initial decision-making remains with the Headmaster/Deputy Head. Do not delay waiting for the arrival of police.

1 External evacuation

Schools Fire evacuation plan will be implemented.

2 Internal or inwards evacuation ('invacuation')

School lockdown plan will be implemented

3 Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the HM/DH, the threat is deemed implausible.

(AFMI 007) Severe weather with impact to building or grounds

Severe weather can include deep or persistent snowfall heavy rain, storms etc.

The HM/DH will consider the following possible actions:

- circulate the warning or situation to key staff
- decide to close the School in advance where this seems sensible
- monitor the weather conditions as they deteriorate

(AFMI 008) Intruder/s



Trespasser / Intruders

Schools are not public places and members of the public have no legal right of access. Any person who enters without permission is therefore a trespasser and may be asked to leave.

Trespass is not a criminal offence, but a matter that may be pursued through the civil courts, however, any person who is present on school premises, including playgrounds and playing fields, without lawful authority, and causes nuisance or disturbance is guilty of a criminal offence and may be liable on conviction to a fine under Section 547 of the Education Act 1996. The police can remove them from the premises, and the school will call the police in such cases.

Security procedures are in place to reduce the incidence of trespassing, including:

- Visitors, contractors and suppliers must sign in and out of all reception areas, wear visitor's badges, and park in designated spaces. They will be accompanied by a member of staff at all times whilst on site unless permission is given for them to be unaccompanied.
- Access around the site is restricted by the provision of fences and gates.
- Access is controlled to all school buildings by push button code locks
- The school is protected by a Duacom intruder alarm system, remote monitoring of this system is during out of school hours
- There are CCTV cameras around the school grounds.
- The School has a CCTV usage policy

The School policy is that persons not wearing visitor's badges will be challenged and asked why they are on site. If they have no good reason to be on site, they will be asked to leave.

In the event of the above occurring, the safety of the pupils and staff will be the overriding priority. Entrance to the schools buildings are through key-coded doors. All doors are closed during the day.

If the intruder does not appear to show any visible signs of physically endangering anyone, he or she (at a distance) should be asked to leave. If he or she refuses, contact with the police shall be made immediately.

If an intruder presents any physical danger, or there is any slight concern, he or she should not be approached by staff unless it is in direct protection of a pupil. The major incident team will be convened, the police will be contacted immediately and the School Lockdown procedures will be implemented.

(AFMI 009) Abduction of pupil or adult/missing pupil

If you believe that a child is missing:

- Check register and class where the pupil should be.
- Report at once to the Headmaster/ SMT
- Initiate an immediate search of the School site extending to and including the immediate surroundings of the school.
- Do not chase after a pupil who is running away from the school, as this may make the situation worse. Every action must be taken to ensure the best possible safety and welfare of the pupil.
- The HM/DH to notify parents, if appropriate, about what has happened with a view to involving them in the recovery arrangements.
- Alert the Police that a child is out of school/possibly at risk.

Quite often children who leave school in this way either make their way home or to other nearby relatives or friends' houses. Alert parents to this likelihood so that they can establish appropriate contacts. Arrange with parents for the school to be contacted immediately when the child turns up



or is discovered so that any searches can be called off and any alerts still in place cancelled including any to the Police.

It is not unusual for the Police, at this stage, to set up search arrangements or to be otherwise directly involved in locating the child unless a Police Officer should come across the child following the alert. The age and abilities of the child will be a factor in this respect and the School will continue to assist the Police in their continued search for the pupil if appropriate to do so.

Should there be any evidence to suggest that the child has either not left the site of their 'own free will'; abduction or other enticement or 'luring' the available details must be reported to the Police immediately once the school is made aware of the incident. Such possible 'criminal' acts will result in a different Police response to the incident because in these circumstances there is a required protocol to be followed.

Contact with the Police should be maintained at regular intervals throughout the incident. Should the child not be found within a reasonable time, particularly by a time that, in any event, the child would normally have been expected to have arrived home, then further contact will be necessary with the Police to consider changing the nature of their response or to review the other 'recovery' arrangements in place.

(AFMI 010) Major illness within the school community

The following diseases are notifiable

Children who are and signs and	Acute encephalitis	Paratyphoid fever	
	Acute poliomyelitis	Plague	
	Anthrax	Rabies,	and staff
	Cholera	Relapsing fever	affected
	Diphtheria	Rubella	show
	Dysentery (amoebic and bacillary)	Scarlet fever	
	Food Poisoning	Smallpox	
	Leprosy	Tetanus	
	Leptospirosis	Tuberculosis	
	Malaria	Typhoid fever	
	Measles	Typhus fever	
	Meningitis	Viral haemorrhagic fever	
	Meningococcal septicaemia	Viral hepatitis (A,B,C & other)	
	Mumps	Whooping cough	
	Ophthalmia neonatorum	Yellow fever	

symptoms of the notifiable disease should be sent home immediately or cared for separately if there is a delay. In all cases, parents should be advised to take the child to a medical practitioner for assessment and suitable treatment. They should not return to school until you have been advised by health professionals that it is safe for them to do so.

In the event of an occurrence of a notifiable disease or serious illness in the school, the Headmaster will notify the LA who will, if required:

- Alert the LA Emergency Planning Officer, Safety Officer and Environmental Health Officer
- Arrange for the appropriate health professionals to become involved and give advice
- Where necessary will circulate information to other schools to minimise the risk of the disease or illness spreading
- Alert the LA Communications Team to assist the school with media enquiries
- Alert the school meals catering contractor, where this is relevant
- Consider requests from the school for additional support (e.g. staffing or finance)



The nature of the advice given by the health professionals will depend on the type and seriousness of the illness, and whether it is an isolated case or an incident involving multiple cases. In general, terms it will include guidance to the school on:

- What the health authority will do,
- What the school should do,
- What advice should be given to parents/carers

The school will take the advice of the health professionals and manage the incident by:

- Nominating a member of staff to liaise with the other relevant parties.
- Guided by the health professionals, provide information to parents/carers and other site users advising them of the incident, of the action the school is taking and what action parents/carers and families need to take.
- Keeping suitable records of current, new and suspected pupil cases including ages and numbers by class, date of commencement of illness, details of any other family members known to be affected and when the symptoms ended.
- Keeping similar records in respect of members of staff and other site users.

Following the advice of health professionals by implementing relevant control measures required to minimise the risks of spreading the infection, which could include:

- Instigating any additional cleaning/disinfection regimes where required.
- Applying any necessary 'exclusion' of cases to prevent the spread of the disease or illness.
- Ceasing use of drinking water fountains, water play, cooking lessons where food is consumed.
- Temporarily closing school kitchens.
- Undertaking hygienic cleaning as required
- Implementing enhanced hygiene procedures such as hand washing etc.

The response to a more widespread serious communicable disease or illness such as a flu pandemic will be likely to be managed by the Department of Health advised by Public Health England at a regional or national level. LA will receive medical advice and instructions from the government as the situation develops and will pass these on to schools. In such a situation, it is unlikely that action would be required on the part of individual schools, as all schools in the county / region will be likely to be equally affected, and the advice and guidance issued would be likely to apply to all.

Experience has shown that some parents/carers may decide to keep their children away from school if they believe they are at risk of becoming ill, despite medical advice or guidance to the contrary. The school will ensure that any medical advice passed on to parents/carers is in written form and simple to understand.

(AFMI 011) Gas leak

If you smell gas, or suspect there is a gas escape, follow the procedures below:

- Notify the Headmaster/ senior member of staff/ Site manager of the incident
- Do not operate any electrical switches, either "ON" or "OFF";
- Extinguish all sources of ignition;
- Do not use mobile phones;
- Check gas taps on appliances to ensure that they have not been left on accidentally.
- Open all doors and windows to disperse any gas and leave them open until the situation is back to normal



- If the smell persists, shut off the gas supply at the meter control valves locations of which can be found in the Emergency Information Pack held in the main school office.

If you can still smell gas, ensure that all students, visitors and staff are moved to a place of safety. If necessary, evacuate the building. A nominated person should ring the 24 hour gas emergency service on 0800 111 999, and follow the official advice given.

CARBON MONOXIDE LEAKAGE

In this context carbon monoxide is a product of the incomplete combustion of gas, for example in a central heating boiler or gas fired convector heater. This can be caused by inadequate ventilation or mechanical faults resulting in the leakage of carbon monoxide into the surrounding area.

Carbon Monoxide is colourless and odourless. It combines more readily with the haemoglobin in human red blood cells than oxygen, and inhalation can make people feel sleepy, fall unconscious, and where there is prolonged exposure, to die from oxygen starvation. Inhalation of carbon monoxide can also turn the skin pink.

Boiler rooms and kitchen equipment are periodically checked, and the record of dates is held by the Site Manager. The boiler room has a carbon monoxide detector fitted.

In the case of suspected carbon monoxide leakage:

Call Site Manager / senior member of staff /Headteacher

- Open all doors and windows
- Switch off and isolate the appliance that is suspected of causing the leak.
- Report the appliance to the site manager who will arrange an urgent call out of a Gas Safe registered contractor. If you are unable to identify the source of the leak, consider evacuating all or part of the building.

(AFMI 012) Major electrical fault (UTILITY FAILURE)

- This could be a failure of the power.
- In the event of a power failure, staff will stay in the classroom with the children until further instructions are given by the HM/DHM.
- Staff who are not teaching will immediately report to the main office.
- The Site Manager/ Equivalent Person will contact the utility company and establish a timescale for reinstating the supply.
- Depending on the timescale for reinstating the supply, the Headmaster will decide whether or not to close the school for the rest of the day or for a longer period.

(AFMI 013) Serious Accident to a pupil or adult during out of school travel or activity

In the event of a serious accident to a pupil or adult during out of school travel or activity, the major incident team will be convened and the major incident action plan for an out of school major accident would be activated.

(AFMI 014) Death of a pupil or adult during out of school travel or activity

In the event of the death of a pupil or adult during out of school travel or activity the major incident team will be convened and the major incident action plan for an out of school major accident would be activated. The care plan will also be implemented as appropriate.

(AFMI 015) Serious accident or fatality to a pupil or adult during overseas travel, activities or trips



In the event of a serious accident or fatality to a pupil or adult during overseas travel, activity or trip, the major incident team will be convened and the major incident action plan for an out of school major accident would be activated. The care plan will also be implemented as appropriate.

(AFMI 016) Civil Disturbances

In the event of a civil disturbance involving our pupils on a trip/visit, the major incident team will be convened and the major incident action plan for an out of school major accident would be activated.

In the event of a civil disturbance in the vicinity of the School, lockdown procedures may be implemented.

Bursar / Site Manager
October 2025

Commented [RS3]: To be reviewed by Fairhaven
November 2025

Appendix 2

CARE PLAN

Bereavement Plan

For use in the event of the death, e.g. of a pupil or member of staff. Each individual case will be different and it is impossible to create a plan for every possible scenario. Each case will therefore need to be carefully considered in the light of the circumstances pertaining. The following may be utilised if appropriate, but should be regarded as a checklist of possible responses to bereavement.

The Family of the Deceased

The School will consider how to deal with the family of the deceased, working with the Police Family Liaison Officer, the staff, pupils, parents/carers and the wider school community where appropriate.

The school will consult with the family about what the school is doing and will respect the wishes of the family concerning any arrangements including involvement by the family.

Staff

Will be notified and may need to be briefed about what the school is doing, take time to prepare themselves to handle questions from pupils and parents/carers, and to monitor pupils for any signs of emotional trauma.

Staff may themselves be affected by the bereavement, and the HM/DH will talk to them collectively and individually over the coming days/weeks/months, monitor them and ensure they receive the necessary support if they are unable to cope e.g. bereavement counsellors. The Chair of Trustees and Board may also have a role in monitoring the HM and staff for signs of stress.

Children and Young People

It is important for the school to carefully manage the way the news is given to pupils, which will be in a controlled way. Time will be taken to plan how to break the news to pupils, what to say, and who will say it. Ideally, this will be by the HM/DH at morning assembly followed up by class time in tutor groups.



Pupils will then be offered support as appropriate.

Parents/Carers

The Headmaster may communicate with parents if appropriate.

The Wider School Community

The wider school community will also need to be notified and involved in an appropriate way. They may also be able to provide useful support e.g. the PTA, extended school providers, early years providers, voluntary organisations, local churches, faith groups etc. and anyone who has links with the school. The school website and app could also be used to carry the news.

Counselling Support

It will generally not be necessary to provide helplines for counselling in respect of a single bereavement, however this may be appropriate in respect of multiple fatalities or where the incident involved violence. Where individual pupils or staff appear to be more seriously affected, bereavement counselling may be required. The school may also consider seeking help and advice from appropriate external organisations in addition to the School's Mental Health Nurse.