

Newton International Academy, Barwa

Crisis, Risk, and Critical Incident Management Policy

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
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Review Cycle: Annual

NEWTON INTERNATIONAL ACADEMY | BARWA

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Aim

The aim of this policy is to establish a clear framework for managing crises, risks, and critical incidents that may affect the safety and wellbeing of students, staff, and the wider school community. This policy outlines the procedures for prevention, preparedness, response, and recovery in the event of a crisis or critical incident.

Rationale

As an educational institution, we have a responsibility to ensure the safety and wellbeing of our students and staff. This policy is designed to provide a structured approach to crisis management, ensuring that all stakeholders are prepared to respond effectively to potential risks and incidents. By adhering to best practises and guidelines from CIS, DfE, and MOEHE, we aim to create a secure environment conducive to learning and personal development.

Newton Group Values:



1. Definitions

- **Crisis:** An event or situation that poses an immediate threat to the safety, health, or wellbeing of individuals or the integrity of the school's operations.
- **Risk:** The potential for an event or situation to cause harm or disruption to the school community.
- **Critical Incident:** An event that significantly disrupts the normal functioning of the school and requires immediate action and response.

2. Policy Objectives

- Prevention: Identify and mitigate potential risks to prevent crises and critical incidents from occurring.
- Preparedness: Develop and implement plans and training to ensure that staff and students are prepared to respond effectively to crises.
- Response: Establish clear procedures for responding to crises and critical incidents, including communication protocols and emergency procedures.
- Recovery: Outline steps for recovering from a crisis and restoring normal operations, including support for affected individuals.

3. Crisis Management Team

- **Composition: The Crisis Management Team (CMT) consists of key personnel, including:**
    - Principal
    - Deputy Principal
    - Head of Pastoral Care
    - Head of Health and Safety
    - Communication Officer
    - Designated Safeguarding Lead (DSL)

- **Responsibilities: The CMT is responsible for:**
    - Overseeing the implementation of this policy.
    - Coordinating responses to crises and critical incidents.
    - Communicating with stakeholders, including parents, staff, and the community.

4. Risk Assessment and Management

- Regular Assessments: NIA conducts regular risk assessments to identify potential hazards and vulnerabilities within the school environment.
- Mitigation Strategies: NIA has developed and implemented strategies to mitigate identified risks, including:

- Safety drills (fire, lockdown, evacuation).
- Training for staff on crisis management and first aid.
- Collaboration with local emergency services.

5. Crisis Response Procedures

- Emergency Contacts: NIA maintains an updated list of emergency contacts, including local authorities, medical facilities, and mental health services.
- Communication Protocols: Clear communication procedures for informing stakeholders during a crisis are established, including:
    - Timely notifications to parents and guardians.
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Evacuation Procedures:

1) As soon as teachers and students hear the fire alarm they must to leave the classrooms quietly and in a line heading towards the nearest fire exit (signs are everywhere in the classrooms and around the building).
2) Students must stay with their class at all times and must not walk pass an exit or walk through the building. No students are allowed to use the elevators or bring their bags with them to the assembly point.
    - Students in wheelchairs in Secondary must wait by the Pastoral office from where a designated member of staff will place them into an evacuation chair and take them down the stair case (after all other students will clear the area). Evacuation chairs are stored in the Pastoral office.
3) When outside walking around the school building; Secondary students walk on the lower red pavement, Primary students on the higher grey pavement.
4) Assembly point for Primary and admin staff is at the front of the building and for Secondary on the football pitch – form classes are identified on the ground; students must line up in alphabetical order and stand in silence.
Students in wheelchairs will assemble above the football pitch so that they are visible to their tutors.
5) As soon as subject teachers usher the class to the assembly point they then join their tutor group/Primary class and start the register (these will be delivered by the admin staff) – if the tutor is absent staff with no tutor groups will step in and register the class.
6) When the register is completed, staff need to stand at the front of the line and raise their hand with the register to indicate all of their students are present. If students are missing then the teacher must inform SMT immediately.
7) Tutors and teachers ensure that students wait quietly until a member of the SMT announces 'all clear'.

During EXAMS:

- Students sitting an exam in the library must evacuate through the exits at the front of the building and assemble at the front. Staff invigilating take the exam register from the room for this purpose.
- Students sitting exams in the gym will go straight back onto the playground and again the exam registers are available in the gym during the exams - one of the invigilators must bring them outside.
- Students sitting exams in classrooms must evacuate as above. In case of Public external exam, students must remain in isolation from others and must remain silent at all times.

- **Roles and Responsibilities: Assign specific roles to staff members during an evacuation, including:**

    - Evacuation leader: Responsible for overseeing the evacuation process.
    - Floor wardens: Assigned to each floor or area to ensure all students are evacuated.
    - First aid responders: Designated staff members trained in first aid to assist any injured individuals.
- **Alert System**: Establish an alert system (e.g., fire alarms, public address system) to notify staff and students of the need to evacuate.

- **Instructions:** Provide clear verbal and written instructions for evacuation procedures

Training and Drills

- Regular Drills: Conduct evacuation drills at least once per term, ensuring that all staff and students participate. Include at least one drill during a non-standard school hour (e.g., lunch or recess).
- Debriefing: After each drill, hold a debriefing session to discuss the effectiveness of the evacuation and identify areas for improvement.

Lockdown Procedures

Purpose:

To ensure the safety of students and staff during an emergency situation that requires securing the school premises (e.g., intruder situation, severe weather).

Lockdown Plan Development

- **Lockdown Signals:** Clear specific announcement over the PA system will indicate the start of a lockdown.
- **Lockdown Instructions:** Provide detailed instructions on what to do during a lockdown, including:
  - Secure all doors and windows.
  - Move students away from windows and doors.
  - Turn off lights and remain silent.
  - Stay in place until an all-clear signal is given.

Communication

- Notification System: Utilise the school's notification system to inform staff and students of a lockdown situation. Ensure that messages are clear and concise.
- Updates: Provide regular updates during a lockdown to keep staff informed of the situation.

6. Recovery and Support

- Post-Incident Review: Conduct a review of the incident to evaluate the response and identify areas for improvement.
- Support Services: Provide support for students and staff affected by the crisis, including:
  - Access to counselling services.
  - Opportunities for debriefing and discussion.
- Restoration of Normal Operations: Outline steps for restoring normal operations and ensuring continuity of education following a crisis.

7. Compliance and Review

- Regulatory Compliance: Ensure that this policy complies with all relevant regulations and guidelines from MOEHE, DfE, and CIS.
- Annual Review: This policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practises, and the evolving needs of the school community.

8. Training and Awareness

- Staff Training: Provide regular training for staff on crisis management procedures and their roles during a crisis.
- Student Awareness: Educate students about emergency procedures and their responsibilities during a crisis.

Conclusion

Newton International Academy Barwa is committed to ensuring the safety and wellbeing of all students and staff. By implementing this Crisis, Risk, and Critical Incident Management Policy, we aim to create a secure and supportive environment that fosters learning and personal growth, while effectively managing potential risks and crises.

Missing Child and Major Safeguarding Incident Procedures

In the event of a missing child, the school will act immediately in accordance with the Missing Child Policy, the Safeguarding and Child Protection Policy, the School Security Policy, and the Security Guards Roles, Responsibilities and Gates Procedures Policy. Upon notification, Security will be alerted immediately and a lockdown will be initiated, with all access points and gates secured and heightened supervision implemented in line with security procedures. Security staff will remain at their assigned posts, control all entry and exit points, and prevent unauthorised access until further instruction is given by the Senior Management Team (SMT).

The name of the missing child will be announced via the school PA system to ensure a swift and coordinated internal response. In cases of an attempted suicide or other critical injury, particularly where multiple individuals are involved, the SMT and emergency services will be informed without delay. All major safeguarding incidents must be reported immediately to the Designated Safeguarding Lead (DSL) and SMT, who will ensure that appropriate safeguarding actions, external referrals, incident recording, and follow-up support are implemented in accordance with statutory guidance, MOEHE requirements, and school policy.

NIA Primary Shelter in Place Procedure

In the event of a “Shelter in Place” alert or announcement, all staff and students must follow these procedures calmly and promptly:

Activation of Shelter-in-Place

Shelter-in-place is activated by:

- The alarm and/or
- A Senior Leadership Team (SMT) announcement: “Shelter in Place”
  - All staff must follow SMT instructions only and await further guidance.
  - Remain calm upon hearing the alert or announcement
  - Immediately stop all activities and lessons
  - Staff must take immediate control of all students
  - Maintain calm, controlled and organised movement
  - Ensure continuous supervision of all students at all times
  - No running, pushing, or panic
  - Clear communication must be maintained at all times

Classrooms with windows:

- Students move just outside the classroom to a safe area away from windows
- Sit on the floor in an organised manner
- Leave all personal belongings where they are
- Remain silent and await further instructions

Corridors with windows:

- Students must move immediately to the nearest safe area away from windows
- Sit down in an organised manner and remain calm
- No students should be seated on or within the bleacher area

- The following classes must move further into the corridor, away from windows:
- G02, G17, G18, G19, G20, G22, B01, B02, B16, B17, B18, B19
- B25 and B26 may remain in the classroom, as the stage provides sufficient protection from windows

- The teacher will check fire registers to ensure all students are safe.
- Students must remain calm, quiet, and follow staff instructions at all times
- Any students in bathrooms must exit immediately and join their class in the designated corridor area.
- There should be no students in the canteen.

Movement Around School

- Students in bathrooms must return immediately to the nearest safe area or designated corridor and join their class. Class teachers to update fire registers.
- Students in the library must shelter outside the library. Year 1-3 students on the girls' side and Year 4-6 on the boys' side.
- Students outside classrooms (corridors, interventions, etc.) must go to the nearest safe area and remain with that adult
- Students in specialist areas (PE, ICT, library, etc.) must remain with the supervising adult and move to a safe area away from windows if required.
- Students in the clinic must be escorted out of the clinic, move to corridor areas away from windows
- Staff maintain supervision and provide support
- Remain seated, calm, and supervised

Break Time / After School / ECAs

If a shelter-in-place is activated during non-lesson times:

- Break Time:
- Students must line up immediately and be guided to the nearest indoor safe space by staff on duty.
- After School / Dismissal:
- Students must return to the nearest supervised indoor area (classroom, foyer, or hall) with the adult supervising.
- ECAs / Aftercare:
- Students remain in their ECA room or move to the nearest safe indoor space, supervised by staff
- Students on buses (still within school grounds):

Students on buses must immediately disembark and return safely into the school building under staff supervision.

- Staff must quickly redirect students, ensure safe and orderly movement, and maintain full supervision at all times

General Expectations

- Sit or remain low where appropriate
- Stay away from windows and external doors
- Remain calm and silent
- Follow all staff instructions immediately
- Do not leave the safe area unless instructed
- Teachers must take a register once students are safely in position