



Critical Incident Plan *Beredskapsplan*

Prepared by: Head Teacher
Approved by: The Governors
Last updated: 01.12.2025
To be reviewed: 01.01.2027

Definition of Critical Incident: A critical incident (CI) is any event or situation that poses an immediate threat to the health, safety, or well-being of pupils, staff, or visitors, requiring urgent intervention or response to maintain safety and security on or near the school premises.

Location if evacuation is required:

Christ Church Hall 0203 597 9750, Lotwina Farodoye (Vicar)
West Wimbledon 07920517771, Lotwina Farodoye (mobile)
Ccww.warden1@gmail.com, Tish (Churchwarden)

Training: September and November every year
February and April every year

The school has set procedures, which will be followed in response to a major incident in the vicinity of the school, or to a major incident within the school.

General Principles

The advice from the Government in case of a major emergency is to “Go in, stay in and tune in”. This is the cornerstone for our school policy. There is an agreement with radio and TV companies that, if there is a major emergency anywhere in the UK, they will interrupt programming to give public safety advice and information about what has happened and advice on what to do. Similarly if an incident occurs within the school, everyone will be gathered together and we will explain what has happened and what we are going to do next.

However, in case of a bomb threat, the school is not the safest place to be. If a bomb threat is received, the Head Teacher or the second most senior officer, will call 999 for further instructions. If there is need of an evacuation, pupils and staff will relocate at Christ Church Hall West Wimbledon. People



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who are not able to evacuate via the planned evacuation route due to disabilities, medical or other reasons should use the main gate and join the rest of the school at Christ Church Hall. People unable to leave the premises should gather as close to the school's office as possible. Teachers who do not teach when the school is evacuated, will help with the evacuation through the main gate and/or stay behind with those who need it.

It is recognised that news of a major incident near the school, or within the school, could spread panic. Staff and pupils are asked to react calmly and to follow these set procedures. Only the Head teacher or the second most senior officer will deal with media if needed.

Procedure

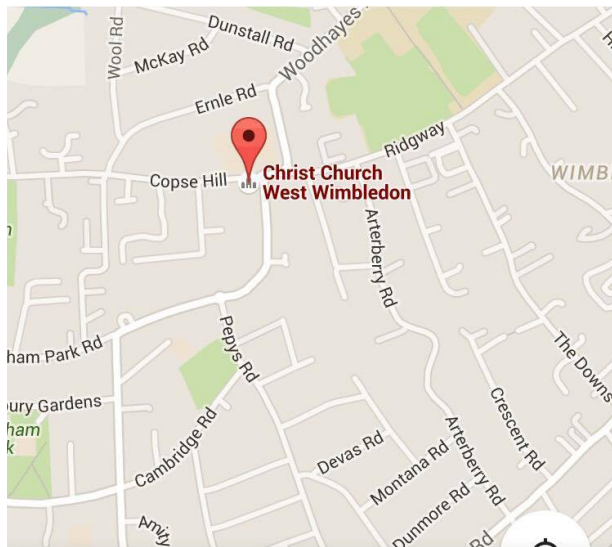
When news of a major incident breaks, only the Head Teacher or someone appointed by the Head Teacher will make sure relevant people are informed.

On hearing the fire alarm pupils and staff will follow Fire Safety Policy (these procedures are practised regularly by the whole school three times a term) i.e reporting to the Tennis Court, standing in line and taking part in the roll call.

Following the roll call, pupils will be directed as necessary and provisions will be made for everyone's well-being.

Bomb Threat Procedure

The person who receives a bomb threat call to the school will inform the Head teacher or the next senior officer. The Head Teacher, or next more senior officer, will call 999 for further instructions, and if instructed make sure everyone is informed orally about the evacuation procedure.



The evacuation location is Christ Church Hall West Wimbledon by the roundabout where Ridgway and Copse Hill meet (see map).

If evacuation is required the front gate will not be used. The gate to Saint Therese's Care Home by the Nursery entrance will be used, following the pathway through the garden to their main entrance. The key is labelled and located in the key box in the school office



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If evacuation is required, the Head teacher will call these numbers in this order:

0203 590 9750, Lotwina Farodoye (Vicar)

07486 990 335, Lotwina Farodoye (mobile)

07969 562 721, Julie Granger (Churchwarden)

Terror Attack Procedure

In case of a terror attack the school will follow the Government's recommendations and guidelines. Staff, pupils and parents will be instructed/trained to follow schools' guidelines in the beginning of every school year/before the first drill every term.

School Lock-down Procedure

In case of advice to lock-down the building we will; close all windows and doors, lock up, stay out of sight and minimise movement, stay silent and avoid drawing attention and be aware you may be in lockdown for some time.

Contamination Procedure

For some major incidents, it is possible that decontamination may be necessary. The emergency services are well equipped to decontaminate large numbers of people very quickly. However it is very important for individuals not to spread contamination before health service personnel have dealt with them. In these circumstances it is particularly important for parents not to make their way to the school.

Following a major incident it is unlikely that the school will reopen for some days. Notices about reopening will be published on the school website, if this is functioning, and sent by email. If these systems are not working we will endeavour to communicate with parents by post and/ or telephone.

Critical incident Occurring over Weekend or During the Holidays or Pandemic

If a critical incident occurs over the weekend, or during the holidays, it is possible that the school will be closed on Monday morning or the first day of term. If this situation occurs notices will be posted on our website, if this is functioning, and sent by email. If these systems are not working we will endeavour to communicate with parents by telephone. In these circumstances, parents are advised to check the website/emails daily.



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Note that the school will also follow these procedures in case of outbreak of disease (pandemic) where the Government and/or the Governor (local or national) advises that schools should be closed in order to limit the spread of the infection. A contingency plan will be made if we have to close and a risk assessment for reopening of school will be made before the school can reopen. All plans will be in line with government advice.

Crisis Communication Plan

In a major incident, communication networks may become overloaded, making it challenging for staff and students to reach loved ones. Therefore, during an emergency, students and staff will be required to remain in designated safe buildings until the Head Teacher confirms that it is safe to leave.

To safeguard everyone, the Head Teacher may temporarily close school premises to anyone except emergency responders. Parents are asked not to attempt to collect their children or enter school grounds until it is confirmed that the area is secure. This Crisis Communication Plan establishes clear steps to keep all stakeholders informed throughout any incident, ensuring that students and staff are kept safe and that parents are regularly updated on their children's wellbeing.

1. Contacting families

In the event of an emergency, the school will promptly notify parents via pre-established communication channels (email, SMS, IST and/or phone). Parents will receive brief, factual updates regarding the nature of the incident, the safety measures being implemented, and any specific actions they may need to take. The school secretary will endeavour to take messages from families and pass them on to the relevant parties if and when possible. As information becomes available, the school will also endeavour to post information on the school website.

2. Collaboration with Local Authorities

During any critical incident, the Head Teacher or someone appointed by the Head Teacher, will closely coordinate with relevant local authorities to ensure appropriate actions are taken and information is shared promptly. Incident details and relevant updates will be provided to the authorities to assist in crisis response and ensure everyone follows the recommended procedures issued by emergency personnel.

3. Media and Public Statements

Only the Head teacher or the second most senior officer will handle all media inquiries. This ensures that public communications are accurate, consistent, and free from speculation.



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4. Internal and External Communication Systems

Through pre-established communication channels, staff will receive immediate instructions on incident responses, whether a lockdown, evacuation, or another action.

The school will ensure all students are accounted for by maintaining up-to-date registers and communicating with parents about the safety and location of their children throughout the incident.

The school will regularly update and maintain accurate emergency contact lists for all students, staff, and key external contacts.

As part of regular emergency preparedness, the school will conduct crisis communication drills.

5. Mental Health and Post-Incident Support

Following a critical incident, the school will ensure support resources are provided, including counselling services for students and staff. These resources will be communicated promptly to ensure that everyone affected can access the necessary support.

Parents and stakeholders will receive updates on any procedural or physical improvements made post-incident to reassure them of the school's ongoing commitment to safety and well-being.