



'cherish everyone, flourish together, serve others'

"And now these three remain: faith, hope and love.

But the greatest of these is love."

1 Corinthians 13:13

CRITICAL INCIDENT POLICY

Policy Lead Committee:	Local Academy Committee	In consultation with: Headteacher
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Approved by:		Date: 24-09-2026
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Review Frequency: Annually



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1. Introduction

Schools, under normal circumstances, provide a safe and secure environment for all children to learn, develop and grow in. Unfortunately, crises or tragedies can occur and can result in significant distress for all individuals involved as well as for the school as a whole. A school can be affected in a number of ways. For instance, if a pupil or member of staff dies the whole school may feel the loss; or, when pupils who have suffered shock or injury return to school they may need to be treated with particular sensitivity. There is any number of possibilities requiring any number of responses and this policy outlines some of the procedures the school will take if such an incident occurs. A critical incident is defined as:

A sudden, unexpected event that is distressing to pupils, staff and the school community. An incident becomes critical when the disruption is on a scale beyond the normal coping capacity of the school and may require the assistance of the emergency services and/or Gloucestershire County Council and/or Diocese of Gloucester and/or SFAT.

The most appropriate response to a crisis will depend upon the exact circumstances.

As a Church of England School, we identify Christian values that underpin the whole of our community. These values inform our school's vision, aims and ethos, the design of our curriculum, all policies, planning and the school's management and governance. The values that relate particularly to this policy are trust, patience, compassion, friendship and perseverance.

2. Responsibility

The headteacher or nominated senior leader will be responsible for determining what action is needed in a crisis but the staff will need to respond effectively in support.

The cycle of crisis management is:

- Check and manage oneself (senior leader) and staff
- Assess potential vulnerability
- Assess needs, resources, and options
- Plan and prepare
- Act
- Communicate with relevant stakeholders
- Post incident support
- Review

Then begin the cycle again.

3. When to Initiate Emergency Procedure

The following events could trigger emergency procedures:

- Death of a pupil/member of staff/Local Academy Committee (LAC) member/regular visitor in or out of school
- Violence and assault in school
- Destruction or vandalism of part of the school



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- Pupil or staff member taken hostage
- Road, sea or air traffic accident involving pupils or staff members
- Natural disaster in the community
- Civil disturbance and terrorism

4. Evacuating the Building or Initiating Lockdown Procedures

Where a critical incident requires the immediate evacuation of the building the fire alarm will sound, triggering evacuation procedures.

Where a critical incident requires that children and staff remain inside the lockdown alarm will sound triggering the lockdown procedure. The full lockdown procedure will be triggered in the first instance. Depending on the severity of the incident the procedure allows for the Headteacher or senior leader to deescalate to the appropriate level of need.

In the event of the need to evacuate the school site, Newnham St Peter's Church will be used in the first instance with The Armoury Hall being used as a reserve location.

5. General

Newnham St Peter's C of E Primary School Emergency Plan will be used by key personnel. All actions and details will be recorded and reported upon.

This document should be read in conjunction with the Emergency Plan located in the policy file and in the Emergency Grab Pack located in the top tray of the School Business Manager's desk next to the door in the school office. The Chair of LAC, Clerk to LAC and the Headteacher will keep their own copy.

This policy is available on the school website: nspschool.uk.

Paper copies are available on request from the School Office.