

FARLEY HILL PRIMARY SCHOOL



RAINBOW PLAN (CRITICAL INCIDENT POLICY)

Governing Body Responsibility: Resources Committee	Approved: May 2022
	Next Review: January 2024

A copy of the Rainbow Pack/ Incident file is kept in the Headteacher's office

Aim

- To prevent and minimise loss of life and personal injury to pupils and staff during an incident.
- To prepare and support staff, in order that they may deal calmly and efficiently with any incident.
- To act as a working document at the time of an incident.
- To support staff, pupils and parents in the aftermath of an incident.
- To support staff in training for incidents.
- To support staff in minimising the risk of incidents occurring.

Farley Hill School- Crisis Response Team

Consists of:-

Headteacher
Deputy Headteacher
Chair of Governors
Chair of Resources
School Business Manager

The Crisis Response Team

In the event of a decision needing to be made, the Headteacher and Chair of Governors will have the ultimate responsibility for decision making.

- Will immediately initiate the critical incident policy procedures
- Arrange for notes to be taken of all meetings and decisions made
- Call upon support from the LA Psychological Service Support Team (telephone 01189 088065), or other appropriate bodies
- Inform link Advisor – Jim Mathieson
- Plan arrangements for rest of the day
- Co-ordinate rapid action to inform staff and pupils sensitively and to provide immediate support to distressed children
- Arrange special groups for distressed pupils
- Initiate staff, pupil, parent support groups (calling on outside help as necessary)
- Agree statement for SBM to give in answer to incoming calls
- Provide support to the distressed children in his/her class
- Agree messages to be given to staff
- Agree most appropriate means of informing parents:
 - Teachers 2 Parents Texting Service
 - E Mail
- Agree press statement if appropriate with LA PR Officer 01189 974 6010 and agree on media briefing

At a later stage consider:

- Attendance at funeral if welcome and any religious/ cultural issues
- How to mark the event by special school assembly
- How to mark anniversaries

Media

Refer to Red Immediate Action Card For A Serious Accident Or Incident.

- In the event of a Traumatic incident, the media will want details and interviews. No staff/ child should talk directly to the media.
- Liability should not be admitted.
- All press statements should be made through The Critical Incident Management Team and the LA Public Relations Officer

Guidance to Staff

- On hearing the fire alarm evacuate to the playground.
- On being told to move off site, walk quickly and quietly to:

Arborfield Green Community Centre, Sheerlands Rd, Arborfield, Reading, RG2 9ND

Map co-ordinates: 51.38672, -0.90392

See on Google maps: [Arborfield Green Community Centre](#)

- **BUT** On receipt of the message “**Mrs Bateman says please would you read a story to your class**” this is a coded signal and means keep the children close
 - immediately close all blinds
 - gather the children close to you and read a story etc.
 - nobody must leave the classroom under any circumstances
 - await further instructions
- If you have extra adults in the room send with care to a class you know has only a class teacher.
- Critical Incident Team will, if at all possible, be within easy access of staff and pupils at all times.
- Yellow Grab Bag underneath desk in Main Office (downstairs) to be collected by member of office staff.



FARLEY HILL PRIMARY SCHOOL

EMERGENCY CONTACT PROCEDURE

IN THE EVENT OF CLOSURE

In the event of an emergency school closure due to incidents such as extreme weather conditions or a Broadmoor Alert, the contact procedure will be as follows:

- A brief email and text message will be sent to the nominated first emergency contact of each pupil advising of the school closure and requesting arrangements to be made for prompt collection of your child/ren.
- Details of the closure will be uploaded to the main home page of the school website at www.farleyhillprimary.co.uk
- The telephone will not be answered.

On receipt of the school closure message:

1. Immediately make your way to school to collect your child/ren, or make arrangements for your child/ren to be collected by a responsible adult.
2. On arrival report directly to the Eat Smart Cafe where you will be asked to sign out your child/ren on the appropriate class lists.
3. Wait in the designated area for your child/ren to be brought to you.
4. As soon as you have collected your child/ren, promptly leave the site. Do not attempt to retrieve belongings etc.

EMERGENCY OFF SITE EVACUATION POINT WILL BE:

Arborfield Green Community Centre, Sheerlands Rd, Arborfield, Reading, RG2 9ND

Map co-ordinates: 51.38672, -0.90392

See on Google maps: [Arborfield Green Community Centre](#)

In the event of the decision to close the school before the start of the school day, i.e., overnight snow, flooding etc

- A brief text message will be sent to the nominated first emergency contact of each pupil advising of the school closure.
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- Details of the closure will be uploaded to the main home page of the school website at www.farleyhillprimary.co.uk.
- Head Teacher will inform the Local Authority.

Please keep the school office informed of changes to your child's emergency contact telephone numbers.

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE

Appendix 1

Planning for a human flu pandemic

General Measures

- Supplies of Antibacterial hand-washing soaps to be stockpiled ready for Winter months
- Up to date contact lists for staff and children kept at all times

Critical Management Team to take decision on closing the school and dealing with incident

Immediate Action

- Incident team meet to make decision on closing school due to lack of staff or severity of pandemic as notified by LA
- Gather information
- Assess continuing risk
- Headteacher to contact the Health Protection Agency who will advise on further action, including communication with parents.

Thames Valley Health Protection Unit, John Eccles Building, Oxford Science Park, Oxford OX4 4GP. Tel: 0845 2799879, Fax: 0845 279 9881, E-mail: tvhpu@hpa.org.uk

- Headteacher briefs team and staff
- If decision is made to close school, Headteacher to inform parents and LA.

School Immediate Actions

1. Separate sick child from other pupils and contact with staff.
2. Staff showing any signs of infection go home, ensuring that they are supported at home.
3. Children showing signs of infection to be collected by parent/ guardian immediately.
4. Hand washing points should be set up and children supervised in using them.
5. Paper towels/tissues if used placed into designated refuse sacks/bins.

Appendix 2

Inclement weather – snow, torrential rain, gale force winds

Rationale

- In all circumstances of inclement weather, it is the school's intention to remain open providing the health, safety and welfare of all children and staff have been thoroughly assessed.
- In all circumstances the school will try to give parents as much notice as possible in order for them to be able to plan ahead.
- In all circumstances the school will make parents aware of their responsibility and state that a decision to travel is at their own risk.
- If 60% of the school attend all other absences will be recorded as unauthorised.

Procedure

- At the first sign/alert/warning of inclement weather in the area of the school, the school will log onto the BBC weather website (<http://news.bbc.co.uk/weather/>) and regularly monitor the situation.
- Should the weather occur in school time, the SMT will make the decision to close, after consulting with the Chair of Governors. The decision will be based on our updated generic risk assessment.
- All parents will immediately be informed by text message or e-mail.
- The school website will be updated.
- The LA will be informed.

Closing within the school day

- One member of office staff to remain in office.
- Other office staff and TAs to go to Eat Smart Cafe
- Parents who arrive to collect their child/ren in the school day will go to the Eat Smart Cafe to collect their children who will be brought to them by TA and office staff.
- Parents will sign their child/ren out on the signing out sheet.
- Children/parents will NOT be allowed back into the classroom after they have signed out.
- Parents to clear the school quickly.

Out of school time

- The Headteacher together with the Chair of Governors and SLT will make the decision to close the school.
- The Headteacher or SBM will immediately text/email all parents and update the school website.
- Parents will be text /emailed at least twice per day to update the situation.
- The LA will be informed.

Snow

- Throughout the winter months, the Site Manager and the SBM will ensure enough grit is available for all paths.
- Butler Services, Hill Farm has agreed to clear the car park and playgrounds of snow, using their own equipment and school's salt supplies. If snow is forecast Butler Services will be contacted to arrange a timely and prompt clearance.

Should the school be closed because of snow:

- The SLT and Chair of Governors will organise the work onsite.
- A risk assessment will then be made as to the safety of all paths and access areas to the school.
- Following the clearing, parents will then be informed of the decision to re-open.

Flooding

- In the event of a flood the SLT in consultation with the Chair of Governors and the LA arrange a "clean-up" operation.
- Following the "clean-up" a risk assessment will determine the "open" day and the operation of school should facilities be limited.
- Parents and staff will be informed of the decision by text and the school website.

Please also see "School Winter Weather Plans" (Appendix 4) issued by the Local Authority in November 2010.

Appendix 3

IT Failure – Business Continuity Plan

Business continuity is an integral part of Farley Hill's ability to manage records under both Data Protection Act 1998 and the Freedom of Information Act 2000. It is also important to ensure that if a major incident does occur then the school can stay open and ensure that all the information which is required is available.

There are three main areas where our school may be affected by business continuity issues:

1. Major computer failure (theft of computers, corruption of data, failure of the National Grid)
2. Environmental incidents (fire or flood)
3. Major incident involving pupils and/or staff

1. Major Computer Failure

Major computer failure can take three forms, but in all cases, a robust back up system is vitally important.

Theft

Our sensitive personal data is stored in SIMS on the server and is password protected. Access is limited to named members of staff.

The server is stored in a limited access office at the top of the school.

All data is automatically externally backed up daily by the IT Support Company (Soft Egg).

Corruption of Data

In the event of corruption of data our IT Support Company (Soft Egg) would be additionally employed to recover the system using the securely stored back-up data.

Failure of the National Grid

In the event of this being a local failure the school would contact nearby schools/businesses/home to request use of their equipment. The school would use this equipment to contact parents and staff through the school website and the texting service to update them on the situation.

2. Major Environmental Incident

Fire and flood are the two major threats to our school. These threats pose a greater risk to paper records than to electronic records. In the event of a flood most if not all records can be salvaged. Fire, however, can be much more destructive of records and although fire damaged material can be salvaged it can be much harder.

Essential paper records are stored in filing cabinets, drawers and cupboards most of which are off the floor. Vital financial records are stored upstairs in a locked metal filing cabinet. Records of children and staff are stored on SIMS (with a remote external back-up). Staff records of children's progress are held in individual files in locked filing cabinets in main school office. Assessment records are held centrally on SIMS. Staff keep individual records of children on their own computer – these are electronically backed up.

3. Major Incident Involving Staff and/or Pupils

The school has a Rainbow Plan (Critical Incident Plan) which is regularly shared with staff and governors and stored on the website, in school and individual homes. The plan is reviewed annually by the Governing Body and Senior Management Team. This plan is an action plan detailing the steps

we should take in case of a major incident. Members of its committee are already designated in the plan.

Appendix 4

SCHOOL WINTER WEATHER PLANS (issued by Wokingham Borough Council November 2010)

As part of the school's Business Continuity planning, governors and headteachers should consider measures to enable the school to maintain a service during severe weather so far as possible (and to restore normal service afterwards).

A winter weather plan should consider

- ☐ Arrangements to allow the school to operate normally so far as possible, whilst providing a safe environment for children, staff and visitors.
- ☐ Arrangements to provide a restricted service (i.e. partial closure), or minimum service (i.e. public examinations). The local authority has established a **protocol for school closures**. This will ensure information is accurately shared - particularly when large numbers of schools may be affected.
- ☐ Arrangements for communication with parents (including website, local radio, email, SMS text, and via the local authority)
- ☐ Arrangements for communication with staff and with the local authority (including keeping and sharing updated out-of-hours contact details)
- ☐ Alternative arrangements to support pupils' learning particularly if the school has to be closed for an extended period. Arrangements to communicate these in advance.
- ☐ Establish estimated minimum staff numbers for the school to open and provide safe supervision whether for a reduced service or for full normal curriculum.
- ☐ Contingency measures for off-site activities, if they are scheduled to take place where there is a risk of severe weather.
- ☐ Ensure levels of fuel supplies are maintained. Bear in mind that prompt delivery may not be possible if there is prolonged bad weather – prepare for this by placing your fuel orders well in advance of being needed.
- ☐ Ensure arrangements are made during closure periods to reduce the risk of frozen/burst water pipes.

Gritting and clearing of the site:

The **school governors** are responsible for the school site and should

- ☐ Make arrangements to purchase, monitor and maintain stocks of salt or grit in appropriate salt bin locations. Ensure shovels etc are available, suitable and well maintained. Consider personal protective equipment (for example, reflective vests can be useful in several of situations).
- ☐ Use a site map to identify and prioritise areas and routes to be kept clear to allow people to get around the premises safely (considering vehicle access and movement as well as pedestrians).
- ☐ Assign responsibility for immediate routine clearance of snow/ice in designated areas.
- ☐ Conversely, specify arrangements to temporarily close access to areas that are lower priority or hazardous, with tape/signage where appropriate hazards on site or areas that may need to be put out of bounds could include - potentially unsafe structures due to snow accumulation or wind damage (canopies/shelters, trees, perimeter fences), inclines and steps, ponds and pools. Those hazards/areas identified in advance can be marked on the same site plan
- ☐ Prepare a management plan and risk assessment to allow staff or volunteers to form working parties to clear snow. (Parent parties are very effective, but schools need to take reasonable steps to ensure these are organised and managed as a work activity. Risk assessment issues to

consider - manual handling, suitability of equipment, protective equipment/appropriate clothing, individual health and capability, assigned, supervision, rest periods and refreshment). See also the DfT 'Snow Code' advice on snow clearance.

- As a general rule, a pathway of at least one meter wide should be cleared, to allow suitable access for pedestrians and pushchairs/ wheelchairs. Snow and ice should be completely removed using a snow scraper or shovel, it should NOT be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt should be used to assist in providing extra grip. Paths should be regularly checked throughout the day to see if refreezing or further snow coverage has occurred. Additional care is needed when clearing sloping pathways and steps - it may be better to close and bar access to these if non-essential.
- Vehicle access and movement. Schools should undertake a risk assessment of on-site traffic. This is mainly to help manage risks under normal conditions, but should include consideration of adverse weather. This may identify items to then be incorporated into the winter plan. Consider which areas of the site need to be gritted or cleared as a priority for essential vehicle use. Consider whether restrictions on vehicle entry and parking for all or parts of the site might need to be considered due to ice or snow. **Highways** are responsible for clearing key routes to keep the Borough moving and will hold advised stocks of salt for this purpose.
- The priorities for clearing and gritting roads and pavements are set out in the **Winter Service Plan**. This can be downloaded from the Council's website for full details, and explains which are deemed to be primary, secondary and 'third tier' roads to be treated / cleared, and also which cycle ways and footpaths.
- In extreme weather, Council resources will be fully committed to this plan, and in addition to our own local resources being stretched there may in a bad winter be pressures on regional and national resources (such as supply and reserve levels of salt or fuel).
- Whilst additional support may be able to be provided *in extremis*, all establishments must prepare, plan and prioritise their own resources for gritting and clearing within their site perimeter.

Further Reading

WBC School Closure Protocol (with revised Radio station details)

WBC Highways Winter Service Plan

Clearing snow and ice from pavements yourself

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. It's unlikely you'll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Follow the snow code when clearing snow and ice safely.

The snow code - tips on clearing snow and ice from pavements or public spaces

Prevent slips

Pay extra attention to clear snow and ice from steps and steep pathways -you might need to use more salt on these areas.

If you clear snow and ice yourself, be careful - don't make the pathways more dangerous by causing them to refreeze. But don't be put off clearing paths because you're afraid someone will get injured.

Remember, people walking on snow and ice have responsibility to be careful themselves. Follow the advice below to make sure you clear the pathway safely and effectively.

Clear the snow or ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Use salt or sand - not water

If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. You can prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear.

Be careful not to spread salt on plants or grass as it may cause them damage.

If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as well as salt, but will provide good grip under foot.

Take care where you move the snow

When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to clear your neighbours' paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, contact your local council.