

Trafford Alternative Education Provision School Emergency Contacts

In the event of a critical incident, the following information needs to be readily available. It should be completed as soon as possible and updated regularly.

School

Linda Thompson Hayley Blane Sarah Langstreth Niall Ruddock	07817 124870 07841 492936 07974 044803 07739856711
---	---

School's Critical Incident Management Team e.g. SMT and/or Pastoral Staff	Phone 1	Phone 2
Governors Contact Cascade Details		
Carrie Oultram - Chair of Management Committee	0161 749 7094	
Staff Contact Cascade Details		
Niall Ruddock – Site Manager Sarah Langstreth – Business Manager	07739856711 07974 044803	

Trafford LA: Multi- agency Critical Incident Team Contacts

See Critical Incident Flow Chart on next page

CRITICAL INCIDENT FLOW CHART

School actions immediately after the event

(To consider as part of wider emergency plan)

Consideration to referral to
MARAT
0161 912 5125
Out of Hours contact:
Duty Social Worker (EDT)
0161 912 2020 Opt 1 / 912 1154

FIRST CONTACT:

During working hours
Head of Service and Adviser for Education of Vulnerable Children: **Karen McCallum**
0161 912 5278 / 07796 327504

Out of working hours
TRAFFORD 24 HOURS CONTROL ROOM: OUT OF HOURS: 0161 912 2020 Opt 1 / 912 1154

Inform

Chair of Governors
Faith representative if appropriate
Director of Safeguarding &
Professional Development
0161 912 8650

First Contact will inform

Director Education/Health Care
Commissioning, CFW
0161 912 5050

Interim Director of Education Standards,
Quality & Performance
Karen Samples
07725 070714

Cathy Rooney, Corporate Director
CFW 0161 912 1901/077913
38166
07760 167532

Link Adviser

Media Office: 0161 912 1136
Legal :0161 912 4276
Details of incident for statement

Director of Commissioning to appoint team leader. Team leader will contact next tier of contacts and coordinate critical incident team

School Nurse via School Nurse Team Leaders
Jan Trainor
0161 912 1650 or 07825112639

Educational Psychologist via Karen Harris
Principal Educational Psychologist
0161 912 3191 or 07976 414973

CAMHS via Head of Service
Ken McDonald
0161 716 4747
07415 242 375

Education Support via Karen McCallum
0161 912 5278 or 07796 327 504
Alistair Black 0161 912 5010 or 0

Critical Incident Team meet at the school and, together with the Head Teacher, agree short and long term actions:

Short Term Actions

Critical Incident Team roles and responsibilities

To provide and help organise:

- Advice in order to support the pupils, staff, Head Teacher, school community
- School response when dealing with enquiries about the incident
- Private area for individual support/grief
- Information and letter to parents with support contact numbers
- Class coverage to maintain routine (**Stopgap Supply Agency 912 1186** if required)
- Information and updates to all staff
- Record of actions taken for reference

To ensure:

- Information to local high schools and community if appropriate
- Support when coping with day to day routines including registration, possessions in school after the incident, accessible areas of building

Long Term Actions

Critical Incident Team roles and responsibilities are agreed in relation to, where appropriate:

- Advice for memorial and special assembly/funeral arrangements
- Advice for varying degrees of bereavement or loss
- Advice about full return to buildings use
- Review of support and actions to identify any issues for the future
- Requesting the School Nurse to contact the school after 3-6months to discuss the incident with the specific pupil/family/ staff involved where appropriate

