



Batchwood School
make every day count

Critical Incident Recovery

Kerry Pollard

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Signed – Governor

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Print Name

Date: November 2017

Review: November 2018

1. In the event of a serious incident the following have been identified as 'Incident Managers'.

- Headteacher - Jonathan Kemp
- Assistant Headteacher - Ross Whitaker

Jonathan Kemp to lead in the event of a crisis and liaise with the Emergency Services, EFA and CSF.

In the event of a crisis all staff will be notified as soon as possible and the school office would be used as the central liaison point for communications.

The Hertfordshire Customer Service Centre will be used to assist in contacting parents and other key people. This service is available by telephoning 01438 737261:

Monday - Friday 8.00 - 20.00
 Saturday 9.00 - 16.00

At other times 07934 169576 should be used.

- The following individuals will be involved in dealing with a critical incident: HT; DHTs; School Manager; Site Manager; Head's P.A; Chair of Governors and Network Manager
- Incident managers should have a copy of the Critical Incident Recovery Plan for schools for guidance in the event of a critical incident
- In the event of a critical incident, students will be notified using local radio, the school website, telephone contact, Parentmail and other means

2. Data

- All current staff and student data is held digitally on the school network
- Data is backed up daily on both servers located in the room off the Art room. SIMS data is backed up daily to an offsite location.
- SERCO - Academic Year End Data and Financial Data (RM Finance) are backed up daily at an offsite location

3. In the event of a Critical Incident up to date information will be available on & off site as indicated

Information Required	Person 1	Person 2	Person 3	In Place
Telephone numbers of all staff	Headteacher: Jonathan Kemp	Deputy Headteacher: Ross Whitaker	Site Manager: Tom Tansey	
Details of names, location and contact details, relating to all students and staff off site on school outings at any time	Trip Contact	Headteacher: Jonathan Kemp		
Student information e.g. reports, exam records etc.	Headteacher: Jonathan Kemp	Deputy Headteacher Ross Whitaker	Data MIS Support Katie Harris	
Contact list of all people and groups used by the school e.g. suppliers, contractors	Finance Manager: Lisa Harvey	Health & Safety Manager Amanda Clewlow	Headteacher: Jonathan Kemp	

Contact list of all people, groups or organisations who visit or use your school and would need to be informed.	Site Manager: Tom Tansey	Finance Manager: Lisa Harvey	Health & Safety Manager: Amanda Clewlow	
Significant medical information relating to all students and staff off site on school outings at any time.	Trip Contact	Meds Official: Nina Waters	Deputy Meds Official: Debbie Hawkes	
Telephone numbers of all governors	Clerk to the Govs. Robert Blythe	Headteacher: Jonathan Kemp	Head's P.A: Catherine Russell	
Back up for all accounts	Finance Manager: Lisa Harvey			
Location of keys to school safe	Lisa Harvey Catherine Russell	Headteacher: Jonathan Kemp		
Names of key-holders	Site Manager: Tom Tansey	Headteacher: Jonathan Kemp	Deputy Headteacher: Ross Whitaker	
Location of keys to mini buses	PA: Catherine Russell	Site Manager: Tom Tansey	Finance Manager: Lisa Harvey	
Premises and site plan of the school, including critical locations; e.g. chemical storage, key salvage priorities.	Site Manager: Tom Tansey	Headteacher: Jonathan Kemp	Health & Safety Manager: Amanda Clewlow	
Gas, Electric and Water Mains control positions	Site Manager: Tom Tansey	Headteacher: Jonathan Kemp	Assistant Caretaker: Darin VanDerBank	
Copy of Asbestos Log	Site Manager: Tom Tansey	Headteacher: Jonathan Kemp	Health & Safety Manager Amanda Clewlow	
School bank details, account number and sort code	Finance Manager: Lisa Harvey	Headteacher: Jonathan Kemp		
Copy of schemes of work.		Line Managers	Headteacher: Jonathan Kemp	
Copy of policies	Headteacher: Jonathan Kemp			

All of the above information will be updated on at least a termly basis or more regularly if deemed necessary by the plan co-ordinator.