

# Personnel Committee

11 July 2024



**Reading**  
Borough Council  
Working better with you

<b>Title</b>	Critical Incident Policy
<b>Purpose of the report</b>	To make a decision
<b>Report status</b>	Public report
<b>Report author</b>	Kathryn Cook, Assistant Director HR&OD
<b>Lead Councillor</b>	Councillor Emberson, Lead Councillor for Corporate Services and Resources
<b>Corporate priority</b>	Our Foundations
<b>Recommendations</b>	1. That Personnel Committee agrees the new Critical Incident Policy

## 1. Executive Summary

- 1.1. RBC has – as a result of a recent independent learning review – drafted a new ‘critical incident’ policy for schools. The formal action plan arising from the independent learning review is due to be considered by ACE committee later this month. The critical incident policy appended is for Personnel Committee to agree given its responsibilities in relation to H&S policies– it outlines how responses to critical incidents in schools should be handled. If agreed this policy will be extended to cover all of RBC.

## 2. Policy Context

RBC has well established policies and processes in relation to emergency situations, health and safety issues and schools have well established “Rainbow plans” (their emergency response plans). Following a recent independent learning review, consideration has been given to extending these existing policies with a new ‘critical incident’ policy.

## 3. The Proposal

A ‘critical incident’ is one where there has been a death or serious injury within the school community or where the school has had to instigate their Rainbow Plans. The primary purpose of this policy is to ensure that the school, the Council and other stakeholders can respond to and learn from critical incidents. It sets out processes, roles and responsibilities, providing clarity for all of those involved in a critical incident. It also confirms when an independent learning review should take place.

## 4. Contribution to Strategic Aims

- 4.1. Dealing appropriately with critical incidents is essential. Having a clear and well understood policy and process is essential to ensure that actions are taken not only to deal with critical incidents but to learn from them.

## 5. Environmental and Climate Implications

- 5.1. Not applicable

**6. Community Engagement**

6.1. Not applicable

**7. Equality Implications**

7.1. Not applicable

**8. Other Relevant Considerations**

8.1. None

**9. Legal Implications**

9.1. Not applicable

**10. Financial Implications**

10.1 Not applicable

**11. Timetable for Implementation**

11.1. Not applicable.

**12. Background Papers**

12.1. There are none.

**Appendices**

**1. Draft critical incident policy**