**Establishing a team**

|  |  |
| --- | --- |
| * **y/n** | **Considerations** |
|  | Have staff members been nominated to each of the assigned roles? |
|  | Have key roles been clearly identified and the assigned tasks outlined? |
|  | Are the personnel suitable, in terms of their prior knowledge and skills? Are there any changes in circumstances that may impact one’s emotional availability to undertake the role at the given point in time? |
|  | Does each member have the appropriate materials/ emergency pack to carry out responsibilities? |

**Communicating**

|  |  |
| --- | --- |
| * **y/n** | **Considerations** |
|  | What facts are known about the incident? |
|  | Has contact been made with outside agencies? |
|  | Is the Emergency Contact List appropriate and complete? |
|  | Are the telephone numbers on contact lists up-to-date? |
|  | Have staff/ students/ families been consulted where appropriate? |
|  | Do relevant personnel have templates/ scripts so there is a clear and consistent message? |
|  | How will staff be briefed and by who? |
|  | How will students be briefed and by who? (large assemblies; small groups) |
|  | How will families and/or communities be briefed? What communications pathways already exist, e.g. school website, social media, that could be utilised? |

**Support and monitoring**

|  |  |
| --- | --- |
| * **y/n** | **Considerations** |
|  | How will vulnerable pupils be identified? |
|  | How will vulnerable adults, such as staff members, be identified and monitored? |
|  | How to manage issues relating to school routines/ future school closures? |
|  | How can we provide a sense of safety and structure? For example, should ‘sanctuary’ areas be made available for staff and/or pupils? |
|  | Are there clear strategies to support vulnerable pupils, considering the needs of different groups? |
|  | Is there a clear monitoring policy? Who is responsible for monitoring? |
|  | What outside support may be necessary? |
|  | What are universal and targeted support that could be drawn upon already within the systems? |