



Haberdashers'
Castle House School

Management Structure – Crisis Management

Actions	Date / details	By whom
Date originally published	September 2023	IS
Adopted by Governors	September 2023	Governors
Review	Termly at Governors Meetings	Governors

Due to restructuring of the school, there is currently no named Deputy Head to assume responsibility for the school in the absence of the Headteacher. The SLT now consists of

Ian Sterling	Headteacher	██████████
Elizabeth Butler	DSL	██████████
Liz Jones	SENCO	██████████
Helene Burrell	Head of Early Years	██████████
Tara Clark	Deputy Nursery Manager	██████████
Frankie Huffa-King	Deputy Nursery Manager	██████████

The Governing Body consists of nine members, of which four could be considered more immediately local and through their relationship with the school have a more thorough operational knowledge.

Kevin Paton-Feaver	██████████
Lisa Horritt	██████████
Naomi Tenhoeve	██████████
Rohit Mishra	██████████

In the event of any significant operational issue which materially affects pupils or teachers or the ongoing operation of the school, significant event or emergency ("a crisis") occurring during a time when the headteacher is not on site, the headteacher should be immediately contacted. If contact cannot be immediately made,

- When school is in operation, it is expected that the DSL, SENCO and Nursery Manager will assume responsibility, should meet, reach a practical course of action and where relevant contact one of the four governors listed above.
- If such a critical incident occurs in the school holidays involving a Nursery child, and the Headteacher is not available, then responsibility should then be taken by The Nursery Manager, or one of the Deputies one of whom must always be on site during Nursery opening times.

Day to Day decisions, which are required to be taken during the absence of the Headteacher but which are not considered a crisis (as defined above) will be the responsibility of the SENCO or the named person in charge of the Nursery at the time and should be made in line with the published school policies and general operational procedures.

The SENCO shall:

- in the event of a crisis make every attempt to contact the headteacher as soon as possible and update them as to the situation and actions taken and
- upon the Headteacher's return to the school, provide a full report to the Headteacher of actions and decisions taken during the Headteacher's absence whether returning to a crisis or not.

Ian Sterling
Headteacher