

**Review date**: July 2019

**Next review:** July 2021

**Responsible person:** CEO

University of Chichester Press Officer to keep LA Duty Press Officer informed

In Office hours inform Trust central team who will decide whether to engage the University of Chichester Press Officer James Haigh

Inform LA Duty Press Officer for Media and Comms advice and support as covered by academy SLA

**Yes**

**No**

Trust Executive to convene to discuss incident and inform Chair of Board and agree Action Plan

Does incident involve potential for media interest and/or serious reputational risk.

**Key Contacts**

**Chief Executive Officer:**

**01243 793500**

**Director of Financial Services:**

**01243 793463**

**University of Chichester Press Officer: 01243 816495**

B – Incident is handled by Academy under normal procedures

Inform Academy Trust CEO and /or Director of Financial and Commercial Services

Inform Chief Executive Officer and/ or Director of Financial and Commercial Services

A – Critical Incident declared and Academy Incident Plan implemented

Follow Academy Critical Incident Plan

Follow Academy Trust Emergency Planning Process

Follow Academy Critical Incident Plan

**Headteacher to rate incident:**

**A: Critical or**

**B: Non-critical**