Fledglings Day Nursery

# Critical Incident Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

## The revised EYFS (Sept 2014) requires providers to take all necessary steps to keep children safe and well.

## Having a policy for dealing with critical incidents that is understood by all staff will help to keep children safe and well at critical times which are unforeseen.

## 2 Aims and objectives

The aim of this policy is raise awareness and understanding of the need to plan for all ventualities in order to ensure the health, safety and welfare of all the children at all times.

The objective of this policy is to ensure our school/setting is able to operate effectively to keep children safe and well in the case of a critical incident occurring.

**3**  **Critical incident**

## A critical incident is a sudden, unexpected and sometimes tragic event that causes significant personal distress and disruption to children and/or staff. It may involve an individual or a group and potentially overwhelme~~s~~ normal responses and procedures.

## 3.1 Such an incident will almost certainly have an emotional impact and affect the school/setting as a whole.

## 3.2 Critical incidents are likely to:

## happen quickly and unexpectedly;

* involve large numbers of staff and children directly or indirectly;
* be outside the usual experience;
* require a response outside of the norm.

**3.3** Critical incidents come in a range of severity.The following are some events which could be classed as a critical incident.

• A major heating system failure

• Severe burst water pipes

• Strongly adverse weather conditions such as severe flooding or heavy snow

• The sudden death of a staff member or a child

• A serious assault on a staff member or a child

• Fire or an explosion

• A bomb threat/terrorist attack

• A major burglary

• The abduction or a threatened abduction of a child

• A serious accident or illness outbreak

**3.**4 Every effort will be made to keep the school/setting open, but in some exceptional circumstances it may be necessary to close at very short notice.

**3.5** Parents/carers will be individually contacted via phone, email, text message and/or the internet as soon as accurate information is available.

**4 Critical incident procedure**

In the event of an emergency/trauma our priority will always be the care and welfare of the children and staff.

**4.1** If it is necessary to evacuate the building the following steps will be taken:

**A) Flood**

There is always a danger of flooding due to adverse weather conditions or through the water systems, which cannot be anticipated. If flooding occurs during the school/setting day, the headteacher/manager will make a decision based on the severity and location of the flooding, and it may be necessary to follow the Fire evacuation procedure (please refer to the Fire safety policy).

**B) Fire**

We will follow the Fire evacuation procedure (please refer to the Fire safety policy).

**C) Burglary**

The school/setting management follow a lock up procedure. All doors and windows will be closed and locked before vacating the premises. Alarm systems will be activated and in operation during times the school/setting is closed.

The headteacher/manager will check the premises upon arrival at the school/setting.

Should they discover that the school/setting has been broken in to and the building is likely to be unsafe for children they will follow the procedure below.

1. Dial 999 with as many details as possible,(i.e. name and location, details of what you have found,emphasising that this is a school/setting and children will be arriving soon).
2. Contain the area to ensure no one enters until the police arrive. The staff will direct parents/carers and children to a separate area as they arrive. If all areas have been disturbed, staff will follow police advice, ensuring the safety of the children at all times.
3. The headteacher/manager will help the police with their enquiries, (e.g. by identifying missing or damaged items, areas of entry).
4. The headteacher/manager will assess the situation following a theft and ensure parent/carers are kept up-to-date with developments relating to the operation of the school/setting. They will support staff in reassuring the children .

**D) Bomb threat/terrorist attack**

If a bomb threat is received by the school/setting, the person taking the call will record all details given over the phone and raise the alarm as soon as the phone call is terminated. The school/setting management will follow the Fire evacuation procedure (please refer to the Fire safety policy) to ensure the safety of all on the premises and will provide as much detail as possible to the emergency services.

1. **Pandemic**

In the event of a pandemic/epidemic situation the school/setting will take advice from the Local Authority on closing. Parents/carers will be contacted and informed of any closures as necessary.

**5 Other incidents**

All incidents will be managed by the headteacher/manager and all staff will cooperate with any emergency services on the scene. Any other incidents that require evacuation will follow the Fire evacuation procedure (please refer to the Fire safety policy). All other incidents will be dealt with on an individual basis, taking into account the effect on the health, saftey and welfare of the children and staff in the school/setting.

**6.1 Evacuation**In the event of an evacuation, the management and staff will ensure that steps are taken to keep both the children and themselves safe. Staff and children will follow the Fire evacuation procedures (please refer to the Fire safety policy) where a register will be taken and the situation assessed. Parents/carers will be informed and the necessary action taken regarding the closure of the school/setting. All children will be supervised until they are safely collected.

**7 Actions following the incident**We will establish and record essential details of any incident: what has happened, to whom, when, where, details of any injuries, witnesses at the scene, immediate support available and the safety of staff and children.

**7.1** A full report will be written and stored as appropriate.The facts will be clarified as quickly as possible to ensure that accurate information is given to parents/carers and procedures will be reviewed to see whether anything can be learnt from the incident.

**7.2** We will follow all procedures required by the registering authority and notify the relevant authorities: Police, ISI, Ofsted and any other Early Years authorities.

## 8 Ongoing needs

## After a serious incident we will seek support from the Local Authority when dealing with any ongoing actions.

**8.1** Emotional support can be crucial after a critical incident in order to protect the immediate and long-term welfare of our children and staff. This will not be overlooked.

**8.2** It may be necessary to consider counselling or further support for staff and/or children.

## 9 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**