

12. Critical Incident Policy: Including Lock Down Procedure



EYFS Requirement: This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements Related Policies Child Protection Policy Health and Hygiene Policy, Health and Safety Policy Legislation, Working Together to Safeguarding Children Children Act 1989, Children Act 2004 (Every Child Matters), Children Act 2006, Health and Safety at Work Act 1974

At Little 1's we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident policy in place to ensure our settings are able to operate effectively in the case of a critical incident.

These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child (Safeguarding)
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability for the Nursery/Pre School to operate, we will contact parents or carers via phone.

Each setting will have an Emergency Kit Bag which will be taken in the event of an Emergency which contain: Tissues, Wipes, Nappies, Gloves, Foil blanket, £10 cash, Plasters, Spare Clothes, Adult Hi Vis, Foil Blanket, Pen & Paper, Water.

Lock Down of Premises: Due to intruder or notification (by email, phone call, letter). We will move all children away from windows, doors and gather into a central space of the building such as bathroom or peg room. We will ensure all windows and doors are locked and explain to children and staff to remain calm and call 999 for Police giving as much information as possible.

Flood: There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation. If flooding occurs during the nursery day, the manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents and carers will be notified in the same way as the fire procedure.

Abduction or Threatened Abduction of a Child: At Little 1's we take the safety and welfare of the children in our care extremely seriously. As such we have secure safety procedures in place to ensure children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and unable to be accessed unless staff members allow individuals in. Parents and carers are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Children will only be released into the care of adults named on child's contact forms that are names to collect. Parents and carers are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent or carer arrives to collect their child, the nursery will not restrict access unless a court order is in place. Parents and carers are requested to issue the nursery with a copy of these documents should they be in place. We will discuss with all parties including external agencies regards to any concerns over custody and relay any information back to the parties involved. If a member of staff witnesses an actual or potential abduction from nursery the following procedure will be followed:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parents or carers will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Bomb Threat/Terrorism Attack: If a bomb threat is received at the setting, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call is terminated. The management will follow the fire evacuation procedure to the named 'safe place' CF- Chandlers Ford Infants School / HE- Wellstead School / W- Weeke School to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Other Incidents: All incidents will be managed by the Manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.