

Critical Incident Policy

EYFS Requirements

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 Safeguard Children
Children Act 1989
Children Act 2004 (Every Child Matters)
Children Act 2006
Health and Safety at Work Act 1974

Introduction

At Bowden House Day Nursery we understand that 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 nursery is able to operate effectively in the case of a critical incident.

These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- 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 to operate, we will contact parents or carers via phone.

Flood

Adverse weather can pose a risk however this is something we cannot anticipate or control. Also floods from pipes this we can control by ensuring that annual safety checks are carried out by a qualified gas inspector.

If flooding occurs during the day, it may be necessary to follow the fire evacuation procedure to ensure the safety of the children. Parents and carers would be notified in the same way as if it was a fire.

Abduction or Threatened Abduction

Staff need to be vigilant at all times and report any suspicious person lingering near the nursery or on the premises immediately. All doors and gates must be kept locked at all times and can only be opened by staff members. Parents and carers are not permitted to open doors and are reminded on this by a notice in the hall.

Children will only be released to a designated adult on the consent to collect form and must have the password for that child. See arrivals and departures policy. Parents/carers must inform nursery of any custody battles or family concerns so that we can support the child. If an absent parent/carer arrives to collect the child we cannot restrict access unless we have a court order in place, we must hold a copy of this order, but we will contact the parent who is the main carer to notify them of their arrival. We will not take sides in a custody battle and must remain neutral at all times. If necessary we will seek legal advice from our solicitor over any concerns relating to custody and relay the information back to both parties.

If a member of staff witnesses an abduction or potential abduction then they must:

- Phone the police immediately
- Notify the manager immediately to take control
- Contact the parents/carers
- Get all the other children together and safe as detailed below in terrorism attack
- The police will need, details of the child, name age date of birth, clothing being worn description of height, hair colour etc, description of abductor, car registration, time and direction of travel, and know situations in family re custody battles.

Bomb Threat/Terrorism Attack

If a bomb threat is received at nursery, the person taking the call will record all details given over the phone and raise the alarm as soon as the call has finished by carrying out the Fire evacuation procedure. Details must be given to the emergency services as soon as possible.

Violent threat against staff member/ children

The alarm must be raised to alert the nursery to lock down the setting by setting off the panic alarm. All alarm points are at exits from the building. On hearing the alarm the following procedure must take place:

- Evacuate the children into the safe room which is Pre School. Via the safest route avoiding the perpetrator.
- Take registers if deemed safe to do so, the emergency contact box and a mobile phone.
- Close all curtains and lock all exit doors.
- Settle the children down quietly and do a head count.
- Keep as quiet as possible
- Call for the police on 999
- Await for the Police to arrive.
- Once the situation is under control contact parents and Ofsted to advise them of the situation.