Anlaby Park Methodist Pre-School

Critical incident policy

At Anlaby Park Methodist Pre-School 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 Pre-School 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
* Adverse weather conditions
* 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 Pre-School to operate, we will contact parents via phone, email, text message or the website

**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 Pre-School day, the manager/deputy 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 will be notified in the same way as the fire procedure.

Should the Pre-School be assessed as unsafe through flooding, fire or any other incident we will ask the parents to keep their child at home until suitable arrangements can be made.

**Fire**

Please refer to the fire safety policy.

**Burglary**

The manager/deputy of the Pre-School follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises.

The manager/deputy will always check the premises as they arrive in the morning. Should they discover that the Pre-School has been broken into they will follow the procedure below:

* Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a Pre-School and children will be arriving soon
* Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice, including following the relocation procedure under flood wherever necessary to ensure the safety of the children
* The manager/deputy will help the police with the enquiries, e.g. by identifying items missing, areas of entry etc.
* The manager/deputy will be available at all times during this time to speak to parents, reassure children and direct enquires
* The manager/deputy will assess the situation following a theft and ensure parents are kept up-to-date with developments relating to the operation of the Pre-School.

**Abduction or threatened abduction of a child**

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 the church property immediately. All doors and gates to the property are locked and unable to be accessed unless staff members allow individuals in.

Children will only be released into the care of a designated adult, see the arrivals and departures policy for more details. Parents are requested to inform the Pre-School of any potential custody battles or family concerns as soon as they arise so the Pre-School is able to support the child. The Pre-School will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the Pre-School will not restrict access **unless** a court order is in place. Parents are requested to issue the Pre-School with a copy of these documents should they be in place.

If a member of staff witnesses an actual or potential abduction from the Pre-School the following procedure will be followed:

* The police must be called immediately
* The staff member will notify management immediately and the manager/deputy will take control
* The parent(s) 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 Pre-School, 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 manager/deputy will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

**Adverse weather conditions**

**Snow**

If high snow fall is threatened during a Pre-School day then the manager/deputy will take the decision as to whether to close the Pre-School. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during a session we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow we will contact all available off duty staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues have been explored or we feel the safety, health or welfare of the children is compromised then we will take the decision to close the Pre-School.

**Heat wave**

We use the following procedures to keep children safe and healthy in the sun:

* Children must have a sun hat which will be worn at all times whilst outside in sunny weather.
* Parents must apply sun cream for the children at the beginning of the session, the Pre-School has a supply of sun cream that the parents can use
* All day sun cream is supplied on days that the Pre-School is open for longer than 3 hours
* Children will not be out in the sun between 11.15am – 2.15pm on hot days unless they are in a shaded area
* Children are offered cooled water frequently throughout sunny or warm days
* Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun
* Staff will make day-to-day decisions about the length of time spent outside dependant on the strength of the sun

**Other incidents**

All incidents will be managed by the manager/deputy 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 Pre-School.

**This policy was adopted on: July 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: June 2023**