



**The Butterfly Rooms (Incorporating Woodlands) LTD**

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 |

*Limited by Guarantee*

Telephone Number: 01708 863 737

## **Critical Incident & Emergency Plan**

### **Policy Statement**

This policy outlines the procedures and responsibilities for managing critical incidents and emergencies to ensure the safety, welfare, and continuity of care for all children, staff, and visitors. It aligns with the 2025 EYFS statutory framework and safeguarding reforms

### **Definition of a Critical Incident**

A critical incident is any event that threatens the safety or wellbeing of children, staff, or the setting. Examples include:

- Fire, flood, or structural damage
- Intruder or security breach
- Missing child
- Serious injury or illness
- Pandemic or infectious disease outbreak
- Death of a child or staff member
- Terrorist threat or local emergency

### **Roles and Responsibilities**

- **Designated Safeguarding Lead (DSL):** Coordinates emergency response, liaises with emergency services, and ensures safeguarding protocols are followed.

- **Manager/Deputy:** Ensures staff are trained, drills are conducted, and emergency equipment is maintained.
- **All Staff:** Follow procedures, remain calm, and ensure children's safety.

### **Emergency Contact and Communication**

- Maintain **at least two emergency contact details** per child
- Use **group messaging systems** and **printed emergency cards** for rapid communication with parents/carers.
- Notify **Ofsted** and **local authority** within 14 days of any serious incident.

### **Evacuation and Lockdown Procedures**

- **Evacuation drills** conducted termly.
- **Lockdown procedures** in place for intruder or external threats.
- Clear **evacuation maps** displayed in all rooms.
- Staff trained in **paediatric first aid** and emergency response

### **Medical and First Aid**

- All staff working directly with children must have **up-to-date paediatric first aid training**
- First aid kits are checked monthly and restocked.
- Incident forms completed and shared with parents.

### **Safeguarding During Emergencies**

- Maintain **child supervision ratios** even during emergencies.
- Ensure **privacy and dignity** during toileting and nappy changes, balanced with safeguarding needs
- Implement **whistleblowing procedures** for concerns during or after incidents.

### **Post-Incident Support**

- Provide emotional support for children and staff.
- Conduct a **debrief and review** of the incident.

- Update risk assessments and procedures as needed.

### **Training and Review**

- All staff receive **annual training** on emergency procedures.
- Policy reviewed **annually** or after any critical incident.

This policy was adopted by

The Butterfly Rooms Ltd

On

7<sup>th</sup> July 2025

Date to be reviewed

7<sup>th</sup> July 2026

Signed on behalf of the Management



Name of signatory

Miss Aimee Thompson

THE  
BUTTERFLY  
ROOMS