



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 (2026)

Policy Statement

This policy sets out 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.

This policy complies with:

- **The EYFS statutory framework (2025, in force 2026)**
- **Ofsted notification requirements** for serious childcare incidents
- **Working Together to Safeguard Children (2026)**
- **Southend, Essex and Thurrock (SET) Safeguarding & Child Protection Procedures (2026)**
- **Thurrock Local Safeguarding Children Partnership (LSCP) expectations**

Definition of a Critical Incident

A critical incident is any sudden or unforeseen event that places children, staff, or others at risk, disrupts normal operations, or requires an emergency response.

Examples include (but are not limited to):

- Fire, flood, gas leak, or structural damage
- Intruder, unauthorised entry, or lockdown situation
- A child going missing or being unaccounted for
- Serious accident, injury, illness, or hospitalisation

- Outbreak of infectious disease or public health emergency
- Death of a child, staff member, or person on the premises
- Terrorist threat, police incident, or wider community emergency

Roles and Responsibilities

Designated Safeguarding Lead (DSL):

- Leads safeguarding and emergency responses
- Liaises with emergency services and safeguarding partners
- Ensures concerns are reported to **Thurrock MASH / LADO** where required
- Oversees Ofsted and local authority notifications

Manager / Deputy Manager:

- Ensures staff are trained and aware of procedures
- Maintains emergency equipment and risk assessments
- Ensures drills are completed and recorded
- Supports staff and children during and after incidents

All Staff:

- Act immediately and calmly to ensure children's safety
- Follow evacuation, lockdown, and safeguarding procedures
- Maintain supervision and ratios at all times
- Report concerns without delay

Emergency Contact & Communication

- A minimum of **two emergency contacts** is held for each child
- Emergency contact details are accessible at all times (including off-site evacuations)
- Parents/carers are informed **as soon as reasonably practicable** following any serious incident
- Communication may include telephone calls, group messaging systems, and written follow-up

Regulatory Notifications:

- **Ofsted** is notified of any serious childcare incident **as soon as practicable and always within 14 days**
- **Thurrock Local Authority / MASH** is contacted **immediately** where a child is harmed or at risk of significant harm

Evacuation, Lockdown & Emergency Procedures

- **Fire and evacuation drills** are carried out at least **termly** and recorded
- **Lockdown procedures** are in place for intruders or external threats
- Clear, up-to-date **evacuation plans** are displayed in all rooms
- Children are reassured, accounted for, and supervised at all times
- A register and emergency contact list are taken during evacuations

Medical Emergencies & First Aid

- All staff working directly with children hold **current paediatric first aid certification**
- First aid kits are checked and restocked at least **monthly**
- Accidents and injuries are recorded accurately and shared with parents
- Serious injuries or hospitalisation are escalated in line with EYFS and Ofsted requirements

Safeguarding During Emergencies

- **Statutory staff-to-child ratios** are maintained wherever possible
- Children's **privacy, dignity and emotional wellbeing** are respected
- Safeguarding procedures remain in force during all emergency situations
- **Whistleblowing procedures** apply during and after incidents

Post-Incident Support & Review

- Emotional support is provided to children and staff following an incident
- A **debrief** is conducted to review the response and identify learning
- Risk assessments and procedures are updated as required
- Records are retained in line with data protection and safeguarding requirements

Training & Policy Review

- All staff receive **annual training** on emergency and safeguarding procedures
- New staff receive training as part of induction
- This policy is reviewed **annually** or following any significant incident

This policy was adopted by

The Butterfly Rooms Ltd

On

21st April 2026

Date to be reviewed

21st April 2027

Signed on behalf of the Management



Name of signatory

Miss Aimee Thompson