Version: 2

**Critical Incident Policy**

Introduction

At Reepham Pre-School we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children and staff we care for. With this in mind we have a critical incident policy in place to ensure that we are able to operate effectively in the case of a critical incident.

A critical incident may be defined as any event which threatens severely to disrupt, in whole or in part, the functioning of pre-school or which carries the risk of significant adverse publicity (or both). This definition is inevitably vague, and it is probably impossible to identify in advance all types of event which would constitute critical incidents. But a critical incident would normally have the following features:

* there are substantial threats to the safety of individuals or the fabric or reputation of pre-school; and
* the incident is likely to lead to the suspension of normal operations.

and it follows that a critical incident is likely to require the calling out of the emergency services; and special communications mechanisms.

Aims

* To define a critical incident.
* To describe the procedures to be followed in the event of a critical incident.

Procedures

All incidents will be managed by the manager of Reepham Pre-School (in consultation with the Chairperson of the Management Committee) and all staff will co-operate with any emergency service on the scene. An incident which requires evacuation will follow the fire safety plan. Other than the incidents identified below, all 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 building. When dealing with the media to any of the situations below, it will be discussed between the Chairperson and the Manager as to what information will be disclosed.

**Death or Serious Injury**

In the event of Death or Serious Injury as a result of violence, accident, self-harm and/or sudden traumatic illness, the appropriate medical emergency services will be called. Parents/carers will be informed immediately of the situation and given the necessary support and information. If necessary evacuation procedures will be followed depending on the severity of the situation for which the Manager will assess.

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**Major Fire**

In the event of a Major Fire, Reepham Pre-School will follow the guidelines set out in the evacuation procedure, a copy of which can be found on the internal notice board. Should any incident occur that blocks the designated fire exits, there are two further safe exit routes. The necessary emergency services will be called immediately. No re-entry to the building will be permitted. In the event of a complete evacuation from the Pre-School we would use Reepham Primary School as our emergency accommodation. The parents of the children attending will be contacted immediately and asked to collect their children from this point.

**Building Collapse**

In the event of a building collapse, Reepham Pre-School will follow the evacuation procedure, a copy of which can be found on the internal notice board. Emergency services will be called and no re-entry to the building will be permitted. See above in the event of complete evacuation. Building repairs, minor and major, are the responsibility of the Reepham Chapel Stewards.

**Riot or Civil Disorder**

In the event of riot or civil disorder, Reepham Pre-School will maintain the children’s safety and well-being at all times. The Manager will assess the severity of the situation and if necessary move the children to a safe place by following the evacuation procedure or moving the children inside and locking all doors. Emergency services will be called.

**Natural and/or Man-Made Incidents**

In the event of natural and/or man-made incidents, Reepham Pre-School will follow the same procedures listed above.

**Missing Person or Abduction**

In the event of a missing person or abduction Reepham Pre-School will follow the missing child policy which can be found in the policies and procedures folder.

**Terrorism**

In the event of Terrorism, Reepham Pre-School will follow the same procedures listed above for riot and civil disorder.

**Bomb Scares**

In the event of Bomb Scares, Reepham Pre-School will assess the situation for its location and severity and follow the same procedures as listed for the above.

**Pandemic Illness**

In the event of a Pandemic Illness, Reepham Pre-School will take into account Government guidelines. They will follow the necessary precautions to minimise the spread of infection. In the event of an outbreak within the setting the Chairperson/Manager will discuss whether the setting will stay open, taking into account the setting’s present circumstances. For example, numbers of children affected and staffing levels.

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Early Years and Childcare Support/Ofsted and Public Health will be notified of any closures and re-openings due to pandemic Illness on 01522 552752.

Relevant Other Policies

Fire Drill and Evacuation

Missing Child

Illness and Exclusion

This policy has been adopted by Reepham Pre School.

Signed on behalf of the setting by;

..................................................................................... Committee

......................................................................................Manager

Date:.....................................................

Review Date........................................

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