

Critical Incident Policy

ST ALBAN'S PRE-SCHOOL

The safety of children and adults at St Alban's Pre-school is of paramount importance. All staff members are familiar with health and safety procedures within the setting.

A register is kept of all children and staff members in each session, and all visitors must sign the visitors' book when entering and leaving the premises.

A critical incident may include:

- missing person(s) or abduction
- death or serious injury as a result of violence, accident, self-harm and/or sudden or traumatic illness of a child or adult
- major fire
- building collapse
- riot and civil disorder
- natural and/or man-made incidents
- terrorism

In the event of such happenings, the supervisor will appoint a deputy, and inform the remaining staff of their specific role.

The critical incident management team will take the lead in an emergency. They are also responsible for making sure all contact lists, communication and procedures are in place.

The supervisor must be notified of any accident, illness or injury to any child. Staff trained in first aid will administer appropriate treatment, whilst the supervisor will contact the emergency services if necessary, and inform parents of the children present. The supervisor will appoint a member of staff to remain with the injured child(ren) at all times.

In the event of an unexpected death, the emergency services will be contacted and the remaining children will be taken to another room.

In the case of a pandemic, procedures will be followed as in any government guidelines, providing they do not compromise the safety of the children, in which case the Supervisor will use her experience to initiate safe procedures and notify those with parental responsibility

A record is kept of accidents, illnesses, and injuries in an accident book along with any treatment given. The information required is:

- What happened?
- Where and when?

- Name and contact number of an adult at the incident site.
- Extent of injuries, numbers and names.
- Location of injured, name and contact number of adult present.
- Location of uninjured, name and contact number of adult present.

When taking children out of the setting, e.g. to trips, the accident book will be taken along with first aid equipment, children's daycare records, the register and a mobile telephone.

Evacuation of the building for any reason is identical to the fire evacuation procedure, using the safest, and closest, of one of the two fire exits within the building, in order to lead the children to the designated safe area. The supervisor will take with them the register, a mobile telephone and the daycare records.

The supervisor will contact the emergency services and any further emergency procedures will be followed as instructed.

In the event of a riot or disturbance within the area, the supervisor will ensure that the outer doors to the building are locked securely and windows and blinds are closed.. The supervisor will also inform the emergency services.

No personal details regarding any child will be divulged to the media at any time by any member of staff. If Pre School is approached regarding information the following statement can be read out.

"I haven't got the up to date information, but I will get someone who has"

An agreed text will be formulated with the help of the SE CIRT coordinator and should include basic facts. Someone from the critical incident management team will then respond to the calls.

St Alban's Pre School Critical Incident Management Team: Elaine Mercer and Jen Poulton

John Fowler CE CIRT coordinator – 01270 685973/07920 295293

Nicola West CE CIRT coordinator – 01625 374794/07785 714924

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| This policy was adopted by | St Albans Pre School | <i>(name of provider)</i> |
| On | 13 Sept 2021 | <i>(date)</i> |
| Date to be reviewed | 13 Sept 2022 | <i>(date)</i> |
| Signed on behalf of the provider | <i>Elaine Mercer</i> | |
| Name of signatory | Elaine Mercer | |
| Role of signatory (e.g. chair, director or owner) | Head of Pre School | |