

Happy Days Pre School (Navenby)

Critical Incident Policy

Happy Days Pre-School recognises the need to have a Critical Incident Plan which would be implemented in the event of a 'serious disruption arising without warning on a scale beyond the coping capacity of the pre-school'. This document constitutes the plan. Copies will be kept both on site and at the home of an appropriate member of the pre-school committee and the deputy manager. All staff members have read the plan and know where to access the document should the plan need to be implemented.

Evacuation Procedure in the Event of Terrorism, Fire, Building Collapse, Civil Disorder, Death or Serious Injury at the Pre-School

In the event of a serious incident at the pre-school during a session the Pre-school Manager would take charge. If the Pre-school manager is not present or able to take charge the Pre-school Deputy would oversee the evacuation. It is the responsibility of the person in charge to account for all persons. All staff would be responsible for caring for the children and visitors and ensuring they exit the building quickly and safely.

- The register of present staff and children, the visitor's book, mobile phone and the emergency bag will be picked up as the building is evacuated.
- The nearest fire exits would be used and everyone would assemble at the designated muster station, the car park.
- Once evacuation is complete the emergency services will be called. At this point committee members would be called.
- Visitors would be asked to leave once they have been accounted for.
- If it is deemed not safe to stay at the muster point then the staff would walk the children over to grounds of Navenby Primary School.
- Parents would be contacted to collect their children.

Building Collapse or Fire

If the Methodist Church Hall is not safe following a fire or building collapse then pre-school sessions would be cancelled. All parents would be informed of the situation by telephone, a copy of current children contact details are kept off site. The committee would seek to find an alternative temporary venue if no suitable alternative is found the Pre School would temporarily close. The Methodist Chapel are responsible for building repairs. The Pre-school would await building reconstruction and receipt of an insurance claim to buy new equipment, we would also require the Methodist to provide details that the building is considered safe has been deemed fit for purpose following a collapse or fire before it could reopen.

Death or Serious Injury to a Child or Member of Staff

In the event of a death or serious injury of a child or staff member of the preschool the Manager and/or Committee would discuss whether it would be appropriate for the sessions to continue. The parents/carers would be informed so consideration could be made to the effect on their own child and the staff in the setting.

Abduction / Missing Child

Although a situation where a child is able to leave the group unaccompanied should never happen, the pre-school acknowledges the importance of having procedures in place which should be followed if a child does go missing. The pre-school will carry out the following procedure:

- gather the remaining children into one group
- without alarming the children, the pre-school staff will ask the children if they have seen the child who is missing
- check that all the adults are present and are aware of the problem
- establish who last saw the child. When, where and doing what
- check every room in the building and any accessible outside area
- if the child lives within walking distance, one adult should make the journey on foot in order to catch up or intercept the child if possible

In the event that the child is not found the pre-school will:

- contact the child's parents, police and committee to advise of the situation
- if the parents are not contactable use alternative contact details

Media

Initially the Chair or pre-school manager would deal with the media with the assistance of Lincolnshire County Council and the police if required.

Counselling

Should counselling be needed for adults, specialist advice would be sought from Lincolnshire County Council, Social Services and the police.

A situation which may cause the setting to be outside of qualification or child to staff ratio.

If an emergency situation arose on a day where minimum staff ratios were in place and a staff member has to leave the setting, every attempt would be made to contact the nearest available qualified relief staff. If that was not possible then the setting would be closed and all parents contacted to immediately collect their children. The nearest available CRB approved committee members would be called on to accompany the remaining staff member until parents are able to collect their children. A list of all emergency contact numbers for relief staff and committee members will be kept in the register and the emergency bag at all times.

This policy has been adopted by Happy Days Pre School (Navenby)

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: