

Critical Incident Policy

At Bierton pre school we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. Our policy will ensure the Manager and staff are able to operate effectively in the case of a critical incident.

If any incidents impact on the ability for the pre school to operate parents will be contacted.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however we will endeavour to check that the premises owner carries out regular maintenance and checks to reduce the possibility of flooding in this way. The central heating systems are checked and serviced annually by a registered engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the pre school day, the manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure.

Fire

Please refer to the fire safety policy.

Burglary

The manager and staff follow a lock up procedure (unless the hall is being used directly after the session) which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the hall is closed.

The manager/staff will always check the premises as they arrive in the morning. Should they discover that the hall has been broken into they will follow the procedure below:

- Contact the Police immediately.
- Contact the hall care takers.
- Contact the Chair person.
- Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice. It may be necessary to close the pre school, parents will be notified of this decision as soon as possible.
- The manager will help the police with the enquiries, e.g. by identifying items missing, areas of entry etc.
- The manager will be available during this time to speak to parents, reassure children and direct enquires.
- Management will assess the situation following a theft and ensure parents are kept up-to-date with developments relating to the operation of the pre school.

Abduction or threatened abduction of a child

At Bierton pre school we take the safety and welfare of the children in our care extremely seriously. As such we have secure safety procedures in place to ensure children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering around the property immediately. All doors into the pre school are locked and unable to be accessed unless staff members allow individuals in. Parents are reminded on a regular basis of pre school security measures.

Children will only be released into the care of a designated adult, see the Arrivals and Departures policy for more details. Parents are requested to inform the pre school of any potential custody battles or family concerns as soon as they arise so the staff/management are able to support the child. The pre school will not enter into any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the pre school will not restrict access **unless** a court order is in place. Parents are requested to issue the pre school with a copy of these documents should they be in place. Please see Separated Families Policy.

If a member of staff witnesses an actual or potential abduction from pre school the following procedure will be followed:

- The police must be called immediately.
- The staff member will notify management immediately and the manager will take control.
- The parent(s) will be contacted.
- All other children will be kept safe, secure and supervised at all times.
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Other incidents

All incidents will be managed by the Pre School manager/Deputy manager and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. 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.

This policy was adopted by the Bierton Pre School Committee
Date: 12th March 2019
Signed:.....
Name: SARAH HEARN
Role of signatory: CHAIRPERSON

Signed, all staff:
