

## Critical Incident Policy

Meynell Kindergarten takes the safety of children very seriously and will take every precaution to ensure their safety. In the event of a Critical Incident/Emergency affecting Meynell Kindergarten the following will apply:

### **Critical Incident:**

Critical incident may include: serious accident while travelling to nursery, death, terminal illness of child attending nursery, member of their immediate family or nursery staff, abduction of a child and or a fire in nursery.

### **Major incident:**

A major incident which could include

- Plane crash in local area
- Building Collapse
- Riot or civil disorder
- Natural and/or man made incident
- Major fire
- Terrorism
- Bomb Scare

These may have a profound impact upon all who access Meynell Kindergarten, not just those directly affected and the impact could last for a considerable time.

### **Emergency Closure:**

Any decision to close Meynell Kindergarten will be made on Health and Safety or Statutory Regulation grounds, by the Committee Chairperson and Manager

### **In the event of any of these incidents Meynell Kindergarten will:**

- Hold a list of all children's next of kin in a readily accessible folder, keep it updated and will ensure that this information, relating to the children present, is taking on any outing
- Establish and record essential details of any incident
  - What has happened
  - To whom
  - When
  - Where
  - Details of any injuries
  - Witness who are at the scene
  - Immediate support available
  - Are the rest of the group safe

All of these things must be monitored and recorded so the facts can be clarified as quickly as possible, to ensure that accurate information is given to parents.

- Follow all procedures required by the registering authority and notify the relevant authorities – Police, Ofsted and Birth to Five. Regular checks are made to ensure phone numbers are at hand, correct and up to date.
- Not release or confirm any information regarding the identity of those involved in an incident to the media until the authorities have confirmed identity and the parents have been informed. Media coverage will be dealt with by either the Chairperson or Manager.
- Contact parents to inform them of the situation as outlined below.
- Aim to offer support to all who use Meynell Kindergarten and will seek guidance from the Local Authority regarding to counselling/support systems that are available.

### **Evacuation:**

If it is necessary to evacuate the building, we will do so following the fire evacuation procedure which is displayed on the exits of Meynell Kindergarten. The outside of the staff room in the car park will be used as the Assembly Point. If the nursery grounds are unsafe to use as an assembly point, Meynell Kindergarten staff will walk the children to Blyton cum Laughton infant school which is located in Church Road Laughton opposite the church.

### **Parent/carer notification:**

We will notify parents by phone (critical/major incident) or individual written notes, as sensitively as possible, as soon as we are aware of an event that will result in the nursery being closed, giving as much detail as possible. In the event of a critical/major incident we will keep a record of any calls received from parents/carers, to help reduce the distress of receiving additional calls. We will give an indication of when the nursery is likely to re-open, if we are able to do so.

### **Collection of Children:**

If Meynell Kindergarten is closed because of a Critical Incident/Emergency, parents/carers will be contacted by a member of staff requesting them to collect their child/children immediately. In the event that the building has been evacuated, we will contact parents as soon as it is safe for us to do so, informing them where their child/children can be collected from.

### **Other related Policies and Procedures:**

- Missing Child Policy
- Health and Safety Policy
- Accidents and First Aid Policy and Procedures
- Outing Policy and Procedures
- Staff and Employment Policy
- Fire and Evacuation Policy

This policy has been adopted by Meynell Kindergarten

Signed on behalf of the setting by:  
..... Chairperson  
..... Manager

Date  
Review Date: