**Section – 5.6 Critical Incident Policy**

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**Policy Statement**

Little Apples of Bramley 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.

**Access to the plan**

Copies will be kept on site and are available to the management team through the remote desktop and to staff and publicly at the “Downloads” section of our website [www.littleapples.org](http://www.littleapples.org)

All staff have read the policy and know where to access the document should the plan need to be implemented.

**Duty to inform authorities**

Early years providers have a duty to inform Ofsted of any serious accidents, illnesses or injuries as follows:

• anything that requires resuscitation

• admittance to hospital for more than 24 hours

• a broken bone or fracture

• dislocation of any major joint, such as the shoulder, knee, hip or elbow

• any loss of consciousness

• severe breathing difficulties, including asphyxia

• anything leading to hypothermia or heat-induced illness

In some circumstances this may include a confirmed case of a Notifiable Disease in their setting, if it meets the criteria defined by Ofsted above. Please note that it is not the responsibility of the setting to diagnose a notifiable disease. This can only be done by a clinician (GP or Doctor). If a child is displaying symptoms that indicate they may be suffering from a notifiable disease, parents must be advised to seek a medical diagnosis, which will then be ‘notified’ to the relevant body. Once a diagnosis is confirmed, the setting may be contacted by the UKHSA, or may wish to contact them for further advice.

**Evacuation in the event of terrorism, fire, building collapse, civil disorder or other event 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 Manager is not present or able to take charge the 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.

Please refer to policy **5.3 Fire safety and emergency evacuation policy**

If it was not deemed safe to stay on the car park, the children would be walked over to Bramley Football club. Parents would be contacted to collect their children.

**Building collapse or Fire**

If the Village hall is not safe following a fire or building collapse then after discussions with Hampshire County Council Pre School sessions would be cancelled. All parents would be informed by telephone, a copy of current children’s contact details are available off site. The committee and staff would seek to find an alternative temporary venue but if no suitable alternative is found the Pre School would temporarily close. The Pre School would await building construction and receipt of an insurance claim to buy new equipment. We would also require Bramley Village Hall Trust to provide proof that the building is considered safe and has been deemed fit for purpose before Pre School could reopen.

**Death or Serious Injury to a child or member of staff.**

This section refers to procedures which are also referenced in policies 5.4 and 1.9.

Where the procedures listed deviate from Instructions given by the emergency services in the event of an incident, their advice will be adhered to.

Immediately staff are alerted to a death or serious injury, the emergency services are called. A first Aider administers first aid, or where possible follows the instructions of the emergency services.

Manager will attempt to contact parents of the child involved.

The other children are gathered in one safe space and the register is checked to ensure all other children are accounted for. An appropriate number of staff are named to be responsible for these children and they must be kept safe and calm.

When the emergency services arrive, their instructions are followed in the first instance. Emergency contact forms including medical information for casualties are passed to the emergency services. Management team will decide whether it is appropriate to remain open and if not call parents to collect all children from the premises.

Aftermath

As soon as possible, staff should independently record their recollection of the events.

The parents/carers would be informed so consideration could be made to the effect on their own child and the staff in the setting.

The management committee, Ofsted and the health and safety executive are advised as soon as possible. We will also advise Services for Young Children at Hampshire County Council.

(We follow the guidelines of the Reporting of Injuries Diseases and Dangerous occurrences Regulations RIDDOR). Ofsted must be advised within 14 days.

The management committee and staff will cooperate fully with any subsequent investigation.

**Media**

Initially the Chair or Manager would deal with the media with the assistance of Hampshire County Council if required.

**Counselling**

Should counselling be needed for adult, specialist advice would be sought from Hampshire County Council, Children Services and the Police.

**A situation which may cause the setting to be outside of child to staff ratio**

If an emergency situation arose on a day where minimum staff ratios were in place and a member of staff had 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 DBS approved Committee Members would be called on to accompany the remaining staff members until parents are able to collect their children. A list of all emergency contact numbers for staff and committee members is kept at Pre School at all times. Ofsted would be informed.

**Guidance**

Hampshire Services for young children**: Phone:**01962 847070 Email: [childcare@hants.gov.uk](mailto:childcare@hants.gov.uk)

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

<https://uktraumacouncil.org/resources/critical-incidents?cn-reloaded=1>

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| **This policy was adopted by Little Apples of Bramley** |
| **On 6th September 2021** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |