

Critical Incident Plan

Person in Charge

Manager/Deputy Manager

Aim

At The Ark Nursery our first priority is to maintain the safety, welfare and health of the children, and also that of the adults. This plan is for the unlikely event of a crisis, natural disaster, act of war or terrorism, civil disorder or any incident that has a critical impact upon the children within the Nursery setting. This plan has been devised and is required in accordance with current Health and Safety legislation.

# Critical Incident Definition

“A serious disruption arising with little or no warning, on a scale beyond the coping capacity of the Nursery operating under normal conditions and requiring the assistance of the Emergency Services and/or other outside agencies.”

# Initial Response to a Critical Incident Evacuation to St George’s School during term time or The Free Church, Kesteven Road, if the school is involved in the incident or during school holidays at Kesteven Road Nursery.

**Evacuate to St Gilberts School during Term Time or The Yard soft play area West Street if the school is involved in the incident or during school holidays at Foundry Road nursery.**

Older children will line up and exit through the fire exit doors leading onto the decked area. Babies and younger children will be counted and carried from the building in a human chain if necessary. Register to be collected and taken by room leaders. Staff to liaise for total head count; reassemble on the playing field. Room leaders will be responsible for taking the register and reporting to manager. Manager is responsible for taking a mobile phone and portable First Aid Kit and for calling emergency services. Alternative exit routes are through the front doors or kitchen door, depending on the nature of the incident. The children should then be escorted round to the back of the nursery to access the school grounds if safe to do so.

# Arrival Assembly Point

A copy of emergency contact numbers for the staff and children attending will be taken to assembly point with the register by the room leaders. The person in charge will contact the parents, or other named emergency contact, to collect children. Jo O’Bryan-Tear to be informed if not in session.

NO CHILD TO BE COLLECTED WITHOUT THE KNOWLEDGE OF THE MANAGER/SUPERVISOR AND MARKED ON THE REGISTER.

In the event of uncollected children, the Social Services will be informed. Depending on the nature of the incident relief staff may be called in to assist.

# Records

Where possible, details are to be recorded. These could assist the emergency services and other outside agencies when they arrive on the scene.

Details could include:

* The nature, date and time of the incident, what was seen, heard and said.
* How many casualties/treatment and condition history.
* Description of any persons committing an illegal act.
* Time of child collection and by whom if other than the parent.
* Time and name of any member of the emergency services who issue instructions that we the staff need to act upon under their authority.
* Any subsequent follow up actions.

# Telephone Contacts

St George’s School 01780 763654 Free Church 01780 222111

St Gilbert’s School 01780 762400

01780 480610 The Yard

If for any reason this telephone connection fails a staff member will use their mobile phone until emergency communications are set up.

# Staff Duties

All staff are to remain calm and assist in reassuring/comforting the children, all to act in the best interests of maintaining the safety, health and welfare of the children. Staff are to follow the instructions and assist the manager/supervisor until the emergency services take over. The ratios should be maintained when grouping the children.

# Outings/Visits

In the event of an incident occurring while away from nursery please see ‘Policy for taking children outside the nursery’.

On major outings children will be given a sticker with a contact phone number for the group to enable the supervisor to be contacted in the very unlikely event of the child becoming separated from the main group.

# Emergency First Aid

All parents sign the registration document to accept that medical aid can be given to the child in the event of a medical emergency. All staff are aware of exclusions to this and are fully informed as to the procedures to be taken in those circumstances. i.e. the child will have their own medical identity details on the outing with them.

The designated trained first aiders will administer First Aid where possible.

# Abductions/ Missing Persons

The parents are to be informed immediately after a search confirms the child is missing. (The child may not have left independently and may have been snatched through parental access/custody disagreement). The rest of the children to be counted and made secure, all external doors checked for security and the building/grounds are clear of an intruder.

Manager to liaise with police, parents contacted to collect other children if necessary.

**Death or Serious Injury**

In the very unlikely event of death or serious injury as a result of violence, accident, self-harm and/or sudden traumatic illness, remaining children and staff should be kept safe and secure. The emergency services must be called, and all persons evacuated from the building if necessary and parents contacted for collection of children.

If there is a casualty, a staff member should remain and administer emergency first aid until the emergency services arrive.

Do not attempt to move a casualty unless there is a danger if they remain in position.

Do not attempt to tackle an armed intruder, evacuate the building as quickly and safely as possible.

OFSTED and RIDDOR to be informed as necessary.

**Suspect package/Bomb**

Do not touch or accept any unusual unidentified package or parcel. If it cannot be identified, keep clear and evacuate building to a safe distance of over 250metres and ring the police.

**Strangers**

Do not allow any person to enter the building until their identity has been established through viewing through the glass window or they are confirmed as an expected visitor through the intercom or face to face.

# Additional Safety Measures

In the event of fire, explosion, building collapse or gas leaks never return to the building until the Emergency services give the all clear. Before approaching or tackling any hazardous situation assess the risk to yourself to prevent you becoming another casualty. Try to isolate the scene of a crime and do not tamper with items that may become evidence.

# Summary

Permission to disperse from the evacuation point will be given by the manager/supervisor or on the instruction from a member of the emergency services. Staff are not to discuss details with the press.

It will be at the discretion of the manager/owner to provide counselling services to staff after the incident.

This policy will be reviewed annually.