

## Critical Incident

At Bright Sparks Nursery we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. This includes:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability of the nursery to operate, we will contact parents via phone, our parentzone app and email at the earliest opportunity. We will also place a notification on our website and social media accounts.

### **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 can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery 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.

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and provide care in another location for parents with alternative arrangements in another building.

### **Fire**

Please refer to the fire safety policy.

### **Burglary**

The seniors of the nursery follow a lock up procedure that ensures all gates, doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The Deputy on duty will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- In an emergency dial 999 or non-emergency dial 101 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon.
- Contact the site manager Mr C Dalton and Head of Early Years after notifying the Police

## P6. EYD

- In the case of their absence, the other Deputies or Service Manager must be notified.
- Contain the area to ensure no one enters until the police arrive.
- Where it is safe to do so, 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. This may include temporary short-term closure and/ or following the relocation procedure under the flood section wherever necessary to ensure the safety of the children.
- The Deputy/ Senior on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A Department Deputy will be available at all times 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 nursery.
- Arrangements will be made to ensure the nursery is made safe and secure again.

### **Abduction or threatened abduction of a child**

We have secure safety procedures in place to ensure children are safe while in our care, including taking reasonable steps to ensure that children do not leave the premises unsupervised and to prevent unauthorised persons entering the premises and at risk of abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are no longer permitted to enter the building to drop off or collect as staff collect or bring children from/to the gate or front door. Visitors and general security are covered in more detail in the supervision of visitors' policy, external visitors and volunteer's policy.

Children will only be released into the care of a designated adult; see the arrivals and departures procedures for more details. Parents are requested to inform the nursery of any custody proceedings or family concerns as soon as they arise, so the nursery is able to support the child. The nursery will not take sides in relation to any family disputes and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict contact **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over child welfare and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery we have the following procedures which are followed immediately:

- The staff member will notify management immediately and the manager will take control, dialling 999 and requesting the police, instructions from the emergency response team will be followed
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, the registration number of any car used, time and direction of travel, if seen, and any family situations that may impact on this abduction.

## P6. EYD

- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was abducted, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Ofsted will be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

### **Bomb threat/terrorism attack**

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the appropriate evacuation or invacuation procedure to ensure the safety of all on the premises. The person who took the call will provide as much detail to the emergency services as possible. Ofsted will be notified. With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

### **Any other significant incidents**

The seniors on duty will manage all incidents and all staff will co-operate with any emergency services on the scene where applicable. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

If there is an incident outside of the nursery building and it is safer to stay inside the building will put into place the lockdown procedure. Emergency advice would be taken.

### **National outbreaks of infection/Health Pandemics**

In the event of a national outbreak of a health pandemic, we will follow Government health advice and guidance, legal advice and advice from our insurance provider.

The setting will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the pandemic we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/staff/parents or family members from the setting for a set period of time, to prevent the spread of infection. This decision will be done in consultation with parents, staff, legal advice and our insurance provider. Each case will be reviewed on an individual basis.

The nursery manager will notify Ofsted in the event of a critical incident.

P6. EYD

Reference will also be made to St Mary's College Crisis Management Policy in the event of a critical incident.

The Head of Early Years/Deputies will notify Ofsted in the event of a critical incident.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date of review</b>
29 <sup>th</sup> September 2015	<i>A. Houghton</i>	<i>September 2016 July 2018 September 2019 December 2020 October 2021 March 2023 September 2023 January 2024 September 2024</i>