

# Harrold Pre-School Policies



## **Critical Incident Policy – Non-Child Protection**

Harrold Pre-School staff must know how to respond swiftly, appropriately and effectively in the case of a critical incident taking place in the Pre-School. Critical incidents referred to in this policy/procedure are those NOT involving Child Protection - for which there is a separate policy/procedure.

A 'critical incident' could be:

- ✓ Fire or suspected arson
  - ✓ Electric or gas fault
  - ✓ Burst pipe, severe leak or flooding
  - ✓ Break-in with vandalism or theft
  - ✓ Staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting.
  - ✓ Staff or parent threatened/assaulted on the premises by another parent or visitor
  - ✓ Accidents due to any other faults (that are reportable under RIDDOR)
  - ✓ Lost child – see separate policy.
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- Pre-School staff must have all emergency services numbers immediately to hand, including local police, local A&E unit, NHS Direct, and Fire Officer.
  - Pre-School staff must have a list of telephone numbers of approved 'handy' person, electrician and plumber.
  - Pre-School staff must carry out all health and safety procedures designed to minimise risk.
  - All staff must know what to do in an emergency.
  - On discovery of the critical incident, the member of staff must inform the preschool leader/deputy who will report to the appropriate emergency service – fire, police, ambulance, if those services are needed.
  - The Pre-School leader/deputy must inform the chair of management committee.
  - The Pre-School leader/deputy risk assess' the situation and decide, with the chair of management committee, if the premises is safe to open. No child must be received until that decision has been made.
  - A limited service may be offered – e.g. if a part of the premises affected is unusable but the rest is safe.
  - If the critical incident indicates a crime may have been committed, all staff witness to the incident must make a written statement including:
    - Date and time
    - What they saw or heard
    - What they did about it
    - Signature and full name of staff
  - The Pre-School leader/deputy completes a Critical Incident report which must be sent to the chair of management committee, who, according to the severity of the incident, informs OFSTED.
  - Staff must not discuss any critical incident with the press, or make any comments on any social networking site.

## Emergency evacuation

In most instances children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the preschool and based upon risk assessment
- Emergency evacuation procedures are practiced regularly and are reviewed according to risk assessment
- Staff must evacuate children to a pre-designated area, unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody must re-enter the premises for any reason, until the emergency services say so.
- Staff must act upon the advice of the emergency services at all times

**Should the need to evacuate arise the following procedures will apply:**

Children must be taken to the designated Safehouse which is Willowmead, School Lane, Harrold where they must be kept together whilst the register is taken. The Leader/Deputy must be the last person to leave the preschool, after checking all areas, to ensure all children have vacated the building. If necessary, parents must be contacted and asked to collect their children. The Chair of management committee will be contacted and informed of the incident.