

# **Critical Incident/Emergency Closure Policy and Procedures**

In the event of a Critical Incident/Emergency affecting Springfields Pre-School the following will apply:

## **Critical Incident:**

Critical incident may include: Serious accident while travelling to Pre-School/on Pre-School outing, death /terminal illness of a child attending Pre-School, member of their immediate family or Pre-School staff, abduction of a child, a fire, flood, bomb or terrorist threat in Pre-School.

## **Major Incident:**

A major incident (eg.major traffic accident) may have a profound impact upon all who access Springfields Pre-School, not just those directly affected, and the impact could last for a considerable time.

## **Emergency Closure:**

Any decision to close Springfields Pre-School will be made on Health and Safety or Statutory Regulation grounds, by the Manager.

## **Springfields Pre-School will:**

- Hold a list of all children's next of kin, keep it updated and will ensure that this information relating to the children present, is taken on any outing.
- Establish and record essential details of any incident – what has happened, to whom, when, where, details of any injuries, witnesses at the scene, immediate support available for the rest of the group. The facts will be clarified as quickly as possible, to ensure that accurate information is given to parents.
- Follow all procedures required by Ofsted and notify the relevant authorities – Police, and Early Years. Regular checks are made to ensure all necessary 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 contact will be dealt with by either the Management Team.
- Contact children's parents to inform them of the situation as outlined below.
- Aim to offer support to all who use Springfields Pre-School and will enlist guidance from the Local Authority regarding counselling/support systems that are available.

## **Evacuation:**

If it is necessary to evacuate the building, we will do so following the Fire Action Plan, displayed on all exits of the Pre-School.

The grounds of Tudor School will be used as an Assembly Point. If the School grounds are unsafe to use as an Assembly Point, Springfields Pre-School staff will walk the children to the children's centre.

**Parent/Carer notification:**

We will notify parents' by phone (Critical/Major Incident) or individual written note, as sensitively as possible, as soon as we are aware of an event that will result in the Pre-School being closed, giving as much notice as possible. In the event of a Critical/Major Incident we will keep a record of any calls received from parents, to help reduce the distress of receiving additional calls. We will give an indication of when the Pre-School is likely to re-open, if we are able to do so.

**Collection of Children:**

If Springfields Pre-School 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.

**Closure due to bad weather:**

If Springfields should have to close due to adverse weather conditions, then this decision will be made as early as possible and parents will be contacted via phone call. If a closure should become necessary during session time, staff will contact parents by phone. If we are unable to contact parents an alternative contact will be notified.

Policy Signed on behalf of Springfields Pre-school