

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.



### **8.8 Critical Incident**

#### **Policy statement**

At Nomansland Pre-School we understand that 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 pre-school is able to operate effectively in the case of a critical incident.

These include:

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

If any of these incidents impact on the ability for the pre-school to operate, we will contact parents via phone and/or email and an update may be added to our Facebook page.

#### **Flood**

There is always a danger of flooding from adverse weather conditions or through the plumbing system. We cannot anticipate adverse weather; however, we do ensure that we keep regular copies of safety checks completed by our Landlords. If flooding occurs during the Pre-School day, the 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 pre-school be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and provide care in another location or provide options for childcare facilities in the local area.

#### **Fire**

Please refer to the Fire Safety Policy.

## Burglary

The Management of the Pre-School ensures all doors and windows are closed and locked before vacating the premises.

The management will always check the premises as they arrive in the morning. Should they discover that the Pre-School has been broken into, they will follow the procedure below:

- Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this a pre-school and children will be arriving soon.
- Contain the area to ensure no-one enters until the police arrive. *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 including following the relocation procedure under flood wherever necessary to ensure the safety of the children.*
- The Managers will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- The Managers and/or chair will be available at all times during this time to speak to parents, reassure children and direct enquiries.
- Management will assess the situation following a theft and ensure parents are kept up-to-date with developments relating to the operation of the Pre School.

## Abduction or Threatened Abduction of a Child

At Nomansland Pre-School we take the safety and welfare of the children in our care extremely seriously. As such, we have secure safety procedures in place to ensure that children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering on Pre-School property immediately. All doors and gates to the Pre-School are locked and unable to be accessed unless staff **members** allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Children will only be released into the care of a designated adult. Parents are requested to inform the Pre-School of any potential child residency issues or family concerns as soon as they arise so the Pre-School is able to support the child. The Pre-School will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the Pre-School will not restrict access **unless** a court order is in place. Parents are requested to issue the pre-school with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved. If a member of staff witnesses an actual or potential abduction from Pre-School, the following procedure will be followed:

- The police must be called immediately
- The staff member will notify management immediately and the Managers will take control
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary

The Police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

### **Bomb Threat/Terrorism attack**

If a bomb threat is received at the Pre-School, 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 is terminated. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

### **Bad Weather**

The Chairperson and Pre-School Manager will make a decision on whether the Pre-School will open based on the following:

- The Pre-School premises must be warm and running water must be available
- Staff must be able to get to Pre-School
- Roads must be safe to travel on


If it is decided that the Pre-School should close, all parents/carers will be contacted by a member of staff or the Pre-School Chairperson. We will send out an email to Parents and put an update on our Facebook page.

### **Other Incidents**

All incidents will be managed by the Managers and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents 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 Pre-School.

Should any of the above occur, fees will still have to be paid and regrettably will not be refunded as staff are either employed on a permanent contract or a termly basis.

If this causes great hardship, a written application for a refund can be made to the Committee via the Pre-School Leader.

This policy was adopted at a meeting of	Nomansland Pre-School
Held on	19 <sup>th</sup> January 2015
Date reviewed / amendments updated	January 2019
Date to be reviewed	January 2020
Signed on behalf of the provider	
Name of signatory	Nikola Bishop
Role of signatory (e.g. chair, director or owner)	Chair