



Ladybirds Preschool Critical Incident Policy

(Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool 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 preschool 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
- ☐ Any other incident that may affect the care of the children in the nursery.

If any of these incident's impact on the ability of the preschool to operate, we will contact parents via phone or email at the earliest opportunity, e.g. before the start of the preschool day.

Procedures

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.

If flooding occurs during the preschool day, the preschool 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.

Fire

Please refer to the fire safety policy.

Burglary

The management of the preschool follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises.

The manager will always check the premises as they arrive in the morning. Should they discover that the preschool 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 is a preschool, 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
- ☐ The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- ☐ A manager 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 preschool.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care. Staff must be vigilant at all times and report any persons lingering on preschool property immediately. All doors and gates to the preschool are locked and cannot 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. Visitors and general security are covered in more detail in the safety and security policy.

Children will only be released into the care of a designated adult; see the safety & security policy for more details. Parents are requested to inform the preschool of any potential custody situations or family concerns as soon as they arise, so the preschool is able to support the child. The preschool will not take sides in relation to any custody situation and will remain neutral for the child. Parents are requested to issue the preschool with a copy of any court orders should they be in place.

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

- ☐ The police must be called immediately
- ☐ The staff member will notify management immediately and the manager 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

If a bomb threat is received at the preschool, 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 fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Other incidents (incl terrorism attack)

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Depending on the nature of the incident the manager on duty will decide on the best course of action to take regarding evacuation or lockdown.

Incidents that require evacuation will follow the fire plan. Incidents which require lockdown will follow the lockdown procedure. 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 preschool.

Ofsted will be notified in the event of a critical incident.

Lock down procedure

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the preschool)
- An intruder on the preschool site (with potential to pose a risk to staff and children in preschool)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the preschool – as long as it is safer staying in the premises than leaving.

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The manager on duty will manage the situation dependant on the situation and the information available. If the preschool is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been called through by the police or local area authority then the preschool will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return practice to normal to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.

See 'Safeguarding Children Policy and Procedure' for more information on the lock down procedure and what steps will be taken.

[Other Related Policies & Procedures](#)

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Adverse Weather Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Confidentiality & Client Access Policy*
- *Daily Running Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Environmental Policy*
- *Financial Reserves Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Health & Safety Policy*

- *Lockdown Policy*
- *Looked After Children Policy*
- *Operational Plan*
- *Organisation Policy*
- *Parent Involvement Policy*
- *Physical Contact & Handling Policy*
- *Physical Environment Policy*
- *Prevent & British Values Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Staffing & Volunteers Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2025

This policy was adopted by the committee on 20/11/2024

Signed: *Jean De Garis*_____

Reviewed Date: 30/11/2025

Signature: *N L Mann-Rae*

Amendments: