



Critical incident

Introduction:

At BCoT nursery we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. This policy is in place to ensure our nursery 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
- National outbreaks of infection/health pandemic
- 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 e-mail/phone at the earliest opportunity and, where possible, before the start of the nursery 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, the college takes care of all our water and heating systems through regular maintenance, checks and services to reduce the chance of flooding.

If flooding occurs during the nursery day, the nursery manager, in consultation with the college, will make a decision based on the severity and location of the flooding. It may be deemed necessary to follow the fire evacuation procedure (see Health and safety Policy), the children will be kept safe and parents will be notified to collect their children.

Fire:

The nursery follows the college fire policy and follows the emergency evacuation procedure stated in the Health and safety policy

Burglary:

The nursery management follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used, in conjunction with the college, and in operation during all hours the nursery is closed.

Nursery management will check the premises as they arrive in the morning. Should they discover the nursery has been broken into they will contact the college Estates Team and the college Deputy Principal Finance and Resources and follow the college procedures.

Abduction or threatened abduction of a child:

We have secure safety and security procedures in place (see Health and safety policy) to ensure children are safe while in our care. Staff are vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates are secure and cannot be accessed unless a staff member allows an individual in. Parents are reminded on

a regular basis not to allow anyone into the building, whether they are known to them or not. The security procedures stated in the Health and safety policy are adhered to at all times.

Bomb threat/terrorism attack:

The nursery will follow the college procedures in the event of a bomb threat/terrorism attack.

National outbreak of infection/health pandemic:

In the event of a national outbreak of infection or health pandemic, the nursery will follow all Government health advice and guidance, legal and insurance advice.

The nursery will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the infection or health pandemic we will follow advice and implement measures to ensure that risks to the 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. Each case will be reviewed on an individual basis.

Incidents:

All incidents will be managed by the manager on duty in conjunction with the college and all staff will co-operate with emergency services on the scene.

Any incident requiring evacuation such as those listed above or any other incident then the emergency evacuation procedure stated in the Health and safety policy will be followed.

When required the nursery manager will notify OFSTED and SFYC in the event of a critical incident.