

Safeguarding children

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

1.12- Critical Incident policy

Policy Statement

As setting we take every step to protect children from unplanned events, incidents and accidents. Whilst no amount of planning can be totally prevent accidents and problems occurring, it is hoped that some can be prevented. In event of incident should happen the setting will follow the setting's procedures as set out in the Critical Incident Policy

Definition of a 'Critical incidents' (as by Norfolk County Council) *is-An event or events, usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses, procedures, and coping strategies and which is likely to have emotional and organisational consequences'.*

Procedures

Preventative and precautionary measures

- All staff and children will be familiar with the setting's routines for fire and follow the evacuation procedure on hearing the fire alarm.
- All staff should be familiar with the routines and procedures for dealing with emergencies (as detailed in this policy)
- All staff organising school trips and visits follow the guidelines and write a risk assessment to be checked by the Nursery Supervisor and signed off by the Headteacher.
- All staff should sign in and out of the premises
- All staff are aware of children's medical needs or health problems
- All staff are aware that they should assess associated risks to children before carrying out a activities
- All staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

Definition of a -A major incident is- *an accident leading to a serious injury or fatality; Severe injury or severe stress; circumstances in which a person or persons might be serious risk of illness; circumstance in which any part, or whole of the school is unable to function as normal due to external influences and any situation in which the national press or media might be involved.*

All staff and adults are aware of what a major incident includes-

- Death of a child or member of staff,
- A death or serious injury on a school trip,
- Serious epidemic in the setting or community
- A violent incident in school,
- A child missing from home,

- Destruction or major vandalism in school,
- A hostage taking,
- A transport accident involving school members
- A disaster in the community
- A civil disturbance or terrorism

In the event of such an incident the priorities of those adults in charge of the school or trip at the same time must be able to:

- Save life
- Minimise personal injury
- Safeguard the interests of pupils and staff
- Minimise loss and to return to normal working quickly

Critical incident team will comprise of the following-

Mrs Elizabeth, Sharpe-Principal
Mrs D Stimpson, Nursery Supervisor
Miss S Coker, Deputy

The Nursery's reaction to a critical incident can be divided into the following categories:

Immediate action-

- Obtain and record information relating to the incident remember uncertainty breeds rumour and correct information is essential.
- Gather and brief the CIMT (critical Incident management team) after briefing the team allocate roles and responsibilities;
- Contact support from the Norfolk County Council Critical Incident Service and other contacts on the emergency list –establish clearly who is going to contact whom
- Set up an incident management room and dedicated phone line to deal with calls from anxious parents etc. CIMT should agree a factual statement to avoid speculation;
- Make contact with families affected- this must be done quickly and with sensitivity. Remember consistency of information is vital.
- Make arrangements to inform other parents, you may need to take advice from Norfolk County Council Critical Incident Service especially if there is risk of legal liability. CIMT may wish to send a letter (*see the EarlyYears Red Book for a sample letter*)

This policy was adopted at a meeting of	<u>Downham Nursery School</u>	name of setting
Held on	<u>July 2024</u>	(date)
Date to be reviewed	<u>July 2025</u>	
Signed on behalf of the management committee PP		
Name of signatory	<u>E.J. Laffeaty-Sharpe</u>	
Role of signatory (e.g. chair owner)	<u>Principal / Proprietor</u>	