

Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Insert here the wording from the Safeguarding and Welfare Requirements which this documents relates to.



8.11 Critical Incident and Lock Down Policy

Policy statement

At Charlton Acorns Pre-School we understand the 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 and Lockdown 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
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability for the pre-school to operate, we will contact parents or carers via phone.

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. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

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 and carers will be notified in the same way as the fire procedure.

Abduction or Threatened Abduction of a Child

At Charlton Acorns 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 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 and carers are reminded 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, as per our registration form. Parents and carers are requested to inform the pre-school of any potential custody battles 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 or carer arrives to collect their child, the pre-school will not restrict access **unless** a court order is in place. Parents and carers 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 manager will take control
- The parents or carers 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.

Lock Down

Procedure

In the event on an unauthorised person or persons trying to enter the pre-school without permission then we will immediately instigate our Lock Down Procedures –

- The **Manager/Deputy** will immediately call **999** and collect the register, mobile phone and medications box to take to our 'safe place', the book area and arrange drawers to create barrier.
- The **Supervisor** and remaining members of staff will and gather all the children together into our 'Safe Place'.
- All blinds will be drawn.
- One member of staff will count the children in the group whilst the **Deputy/Supervisor** quickly checks the premises for any other children.
- Once we are sure that all of the children and staff members are accounted for we will await Police assistance.
- **After the danger has passed and it is safe for us to leave our safe place we will -**
 - Gather the children to the carpet area whilst the **Manager/Deputy** calls parents/carers to inform them what has happened.
 - **Ofsted and Oxfordshire Early Years** will be informed of the incident within 24hrs of it happening.

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.

Other Incidents

All incidents will be managed by the manager on duty 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.

Legal framework

- Working Together to Safeguarding Children
- Children Act 1989
- Children Act 2004 (Every Child Matters)
- Children Act 2006
- Health and Safety at Work Act 1974

This policy was adopted by



(name of provider)

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
