

| | |
|---------------|-----------|
| Date Reviewed | June 2023 |
| Review Date | June 2024 |



Agreed by: Steering Committee

Date: 09/08/23

Name: Sally Evans

Signature:

CRITICAL INCIDENTS POLICY June 2023

Critical Incident Management Team (CIMT) :

Interim Head of Centre

Day Care Managers

Children's Centre Manager

Chair of Governors

Caretaker

Ruth Coleman

Diane Armstrong/Natasha Trinder

Jannice Simpson

Sally Evans

The following potential critical incidents were identified

- A child or adult has an accident or there is an incident which means a child or adult is taken seriously ill on the centre site
- A child leaves the centre grounds without supervision by staff or parent/carer
- There is a fire on or near the centre site
- There is a serious infectious disease in the centre community
- A person comes on to the centre site and threatens the safety of the children or adults in the centre community
- Accident/incident on a centre trip
- Death off site of a child or close family member of a child who attends the centre
- There is a break-in at the centre
- Gas leak
- Major electrical fault
- Major water/drains problem
- Infestation of vermin
- Bomb threat
- Boiler Breakdown
- Tree falls on the building
- Adverse Weather
- A child is not collected
- Orwell Bridge Closure
- Lockdown procedure

A child or adult is injured or taken seriously ill/dies on site

1 assess the situation and, if appropriate, apply immediate first aid

| | |
|---------------|-----------|
| Date Reviewed | June 2023 |
| Review Date | June 2024 |

- 2 call an ambulance
- 3 seek help from Chesterfield Drive doctors surgery
- 4 telephone parents or closest relative
- 5 if necessary, move children to another area of the centre
- 6 inform CIMT (Critical Incident Management Team)
- 7 inform LA (Local Authority)
- 8 prepare report on incident

A child leaves the centre grounds without supervision by staff or parent/carer

- 1 assess the situation
- 2 inform parents
- 3 assign staff to remain on site and others to search for missing child
- 4 inform CIMT
- 5 inform LA/Police
- 6 prepare report on incident

Fire on school site or nearby

- 1 follow fire regulations procedures
- 2 if necessary take children to Highfield Community Centre
- 3 from there, contact parents and LA
- 4 one member of staff to remain on site to inform parents where their children are
- 5 liaise with fire service and property services to assess when safe to return to the centre
- 6 inform CIMT
- 7 prepare report on incident

Serious infectious disease in centre community

- 1 inform LA and follow their guidance
- 2 inform Health Authority and follow their guidance
- 3 inform OFSTED
- 4 inform HSE

Person comes on to centre site and threatens safety of children and adults

- 1 if possible press panic button
- 2 if possible contact police
- 3 use agreed code to warn staff of situation
- 4 if safe to do so, move all children into one room and lock the doors and windows
- 5 if possible place barricade on inside of door
- 6 inform CIMT
- 7 inform LA
- 8 prepare report on incident
- 9 A full review of the incident, procedures followed and the outcomes should be carried out.
- 10 The Headteacher has the right to barr access to the school as per DfE guidance 'Controlling access to school premises' 2019

Lockdown Procedure

In the event of a serious incident,

| | |
|---------------|-----------|
| Date Reviewed | June 2023 |
| Review Date | June 2024 |

- all staff will take the children back to their base room and the register will be taken to check all children are present.
- Staff will remain with the children until the all clear has been given by a member of the leadership team.

Gas leak

- 1 evacuate children and staff to Highfield Community Centre grounds
- 2 from Highfield Community Centre telephone gas emergency number
- 3 from Highfield Community Centre telephone to warn neighbours
- 4 inform CIMT
- 5 inform LA
- 6 prepare report on incident

Major electrical fault

- 1 evacuate children and staff, if necessary, to Highfield Community Centre
- 2 telephone electricity emergency number
- 3 inform CIMT
- 4 inform LA
- 5 prepare report on incident

Major water/drains problem

- 1 contact Anglian Water
- 2 contact Property Services
- 3 assess situation to see whether centre should be closed
- 4 inform CIMT
- 5 prepare report on incident

Break-in at Centre

- 1 assess damage and decide whether centre should be closed
- 2 inform police
- 3 inform LA
- 4 inform CIMT
- 5 prepare report on incident

Visits out of Centre (also see Outings Policy)

- 1 designated person (usually office manager) to stay in school with list of children and adults on trip, and contact numbers
- 2 staff on visit to have list of children and adults, with contact numbers
- 3 mobile telephone with staff on trip
- 4 mobile telephone on centre site
- 5 staff to take out first aid box
- 6 staff to call out names of children from register
- 7 if accident/incident occurs centre will be informed and office manager to contact parents
- 8 parents are requested NOT to inform emergency services or other parents unless asked
- 9 inform LA
- 10 inform CIMT
- 11 prepare report on incident

Adverse Weather Conditions (Also see Critical Incident Procedure)

| | |
|---------------|-----------|
| Date Reviewed | June 2023 |
| Review Date | June 2024 |

- 1 head teacher takes the decision to close school
- 2 The lead at LA Authority will be informed in line with critical incident procedure
- 3 All staff will be contacted by staff leads to inform of decision
- 4 Information of school closure made available on local radio station via LA and updated on school website

Boiler Breakdown

- 1 Head teacher takes the decision to close school
- 2 Staff informed
- 3 LA informed
- 4 Property Repair informed
- 5 prepare report on incident
- 6 Parents advised of decision

Orwell Bridge Closure

- 1 Head Teacher to assess situation on staffing levels
- 2 Inform LA of closure if applicable
- 3 Contact parents
- 4 prepare report on incident

Fallen Tree on Building

- 1 Head teacher takes the decision to close school
- 2 Staff informed
- 3 LA informed
- 4 Property Repair informed
- 5 Parents contacted

A Child Is Not Collected

- 1 After 15 minutes ring contact number
- 2 Ring Emergency contact
- 3 Prepare report on incident

Should the Headteacher be injured or unable to manage the process, the Chair of Governors will convene a team of governors (Chair, Health and Safety governor and Safeguarding governor) to take over this role.

This policy should be read in conjunction with the Critical Incident Procedure, Business Continuity Plan, Security Policy and Non Collection of Child.

The Critical Incident Procedure should be followed in all circumstances.