

STANDARD 8 - SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT



EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

Standard 8.11 Critical Incident Plan

General

- There are exit doors at each side of the main room at Preschool and a fire exit in the entrance way. There is also an exist in the outdoor play area.
- The telephone is in the cupboard in the corridor. If the telephone is not working, most staff have personal mobile phones.
- The address is the Village Hall, the Village Green, Horsted Keynes, West Sussex, RH17 7AP
- The assembly/emergency meeting point is on the grass by the main road. A member of staff will be responsible for ensuring that the first aid bag containing the emergency contact numbers register is removed from Preschool so all carers can be contacted. This also contains telephone numbers of next of kin for staff.
- Preschool is equipped with a panic whistle, this must be activated whenever appropriate circumstances arise.

Additional Instructions for Specific Incidents

Death or serious injury as a result of violence, accident, self-harm and/or sudden traumatic illness

- The person in charge takes control of the situation and arranges first aid and call for medical help.
- Remaining staff remove children to an appropriate area away from the scene to avoid possible upset.
- Staff: child ratio will always be adhered to.

Building collapse, major fire or similar incident where evacuation is necessary

- The person in charge takes control of the situation and arranges immediate evacuation away from any danger.
- Act on the principle "Get out, stay out, call the fire brigade out" – and remember fire drill procedures.
- All are then moved to the assembly point (St Giles primary school) here the register is checked and re-checked

Riot/Civil Disorder or similar incident

- Staff nearest to doors will lock them all immediately
- Assemble children in the centre of the main room, check register. Keep the children occupied, close blinds and stay away from windows.
- Call police, explain circumstances and act per their advice.

Terrorist attack or National emergency

In light of the recent terrorist attacks, we now feel it is necessary to have a procedure in place on what to do in the event of a terrorist attack or a national disaster.

The care and security we provide to your child is paramount. As an Ofsted registered Preschool, we will do everything within our powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If we are involved or caught up in the incident, we will;

- comply fully with the instructions from the emergency services and constantly reassure the children in our care.

If you are caught up in an incident, we will;

- continue to look after your child until you are able to return or a person nominated is able to collect them.
- We will try our best to keep in contact by landline, mobile or email. In extreme circumstances, this may include overnight care but this will be discussed with you and Social Services will also be kept informed. Rest assured, your child will not be put at risk in any way.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will;

- attempt to contact you on a regular basis and ask that you try to do the same.
- keep up to date on the situation using any media source available to us, radio, television, internet etc.
- We will endeavour to protect your child from information or images that may alarm or distress them.
- If you wish we can have a pre-planned excuse that we be used to explain your delay in arriving.

Missing/Abducted person(s)



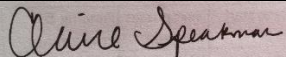

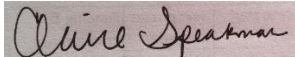
- As per missing child policy.

Outings

- All trips are covered by a risk assessment which details the specific actions require in the event of a critical incident outside of the above.

Post event actions

- Any appropriate service provider, Police, Social Services, Preschool Learning Alliance etc. can be contacted for advice on any Preschool or personal needs, e.g. counselling. Children and staff will be observed for signs of trauma after a Critical Incident that may require counselling from specialist services.
- The person in charge will inform all interested parties, the Preschool Committee Chairperson, (the landlord will be contacted by the chairman), etc. of the events.
- Any external enquires will be directed to the Chairperson.
- An urgent committee meeting will be held within 24 hours which will deal with all needs, personal and Preschool.

This policy was adopted by	Horsted Keynes Preschool
On	1 st June 2016
Reviewed 1 st June 2017	
Reviewed 1 st June 2018	 
Reviewed 1 st June 2019	
Reviewed 1 st June 2020	
Reviewed 1 st June 2021	
Reviewed 1 st June 2022	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman