



# Bowes Pre-School & Holiday Club

## 11.4 Critical Incident Policy including Emergency Lockdown

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Bowes Pre-school and Holiday club recognises the potentially serious risks to children, staff and visitors and understand we 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 policy in place to ensure our Pre-school is able to operate effectively in the case of a critical incident.

These include:-

- **Abduction or threatened abduction of a child**
- **Bomb threat/terrorism attack**
- **Any other incident that may affect the care of the children in the Pre-school**

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

### **Abduction or threatened abduction of a child**

At Bowes Pre-school and Holiday club 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 school property immediately. The school gate is locked at all times, and has to be released by a member of school staff. All doors and gates to the Pre-school are locked and unable to be accessed unless a member of staff allows individuals in. Parents and carers must not allow anyone into the building, whether they know them or not, if they are next to the door.

Children will only be released into the care of a designated adult, see the Arrival and departures policy for more details. Parents and carers are requested to inform 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 restrict access if they are not named on the Enrolment form or if 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 legal advisory team 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 must be followed:-

- The police must be called immediately
- The staff member will notify management immediately and the Manager/Deputy Manager will take control
- The parents/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 abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

### **Bomb Threat/Terrorism Attack/Gun or Knife Attack**

If a violent threat is received at the Pre-school, the person taking the call will record all the details given over the phone as soon as possible and raise the alarm by calling the police as soon as the phone call is terminated. The management will follow the Fire Safety and Emergency Evacuation/ Lockdown Procedure, as appropriate, 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 or the Deputy Manager and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the Fire Safety and Emergency Evacuation procedure (8.5) and/or The Emergency Closure Policy (11.3). 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.

### **Lockdown**

A lockdown may take place where there is a perceived risk of threat to the Pre-school, its staff, children, visitors or property.

A lockdown will be initiated by a member of staff blowing the whistle to gather all of the children together inside the building as quickly as possible. The Manager or Deputy Manager will immediately call 999 and if appropriate, the Chairperson.

### **Lockdown Procedure**

- Staff will move the children out of sight under the big craft table, taking the Pre-school mobile phone, in case of a power cut, and the register.
- The Lead Practitioner will complete a head count of children, while the Manager or Deputy Manager quickly checks the premises for any other children.
- Staff will secure all windows and doors and close all the blinds.
- Everyone will remain out of sight until further instructions are received from the emergency services.
- The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

### **Once the danger has passed**

When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.

The Manager or Deputy Manager will phone parents/carers and the Chairperson (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident file. Ofsted will be informed within 24 hours of the incident occurring.

### **Related policies**

- Safeguarding and child protection policy
- Visitor policy
- Health and safety policy
- Maintaining children's safety and security on premises

### **Legal framework**

- Working together to safeguard children
- Children Act (2006)
- Health and safety at work Act (1974)

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- ..... (Chairperson)

Print Name: ..... Date: .....

Signed:- ..... (Manager)

Print Name: ..... Date: .....

Review date: .....