



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

### **Critical Incident Policy**

Triangle Pre School recognises the need to have a critical incident plan, which would be implemented in the event of a 'serious disruption arising without warning on a scale beyond the coping capacity of the pre school'

This document constitutes the plan. Copies will be kept on site and at the home of the committee chair and Manager. All staff have read the policy and know where to access the document should the plan need to be implemented.

#### Evacuation Procedure in the event of terrorism, fire, building collapse, civil disorder, death or serious injury at the Pre School.

In the event of a serious incident at the Pre School during a session the Pre School Manager would take charge. If the Manager is not present or able to take charge the Deputy would oversee the evacuation. It is the responsibility of the person in charge to account for all persons. All staff would be responsible for caring for the children and visitors and ensuring they exit the building quickly and safely.

- The register of staff and children, the visitors book, mobile phone, key to building ,first aid kit and contact details file will be picked up by the Fire Warden (Susan Witt) or the Manager
- The nearest fire exit would be used and everyone would assemble on the green opposite the church carpark
- Once evacuation is complete the emergency services would be called. At this point the Chair of the Managing Committee and a member of the church council would be called.
- Visitors would be asked to leave once they had been accounted for.
- If it was not deemed safe to stay on the green the children would be walked over to Weeke Primary School.
- Parents would be contacted to collect their children.

#### Building collapse or Fire

If the church hall is not safe following a fire or building collapse then after discussions with Hampshire County Council Pre School sessions would be cancelled. All parents would be informed by telephone, a copy of current children's contact details are kept off site. The committee and staff would seek to find an alternative temporary venue but if no suitable alternative is found the Pre School would temporarily close. The Pre School would await building construction and receipt of an insurance claim to buy new equipment. We would also require the church to provide proof that the building is considered safe and has been deemed fit for purpose before Pre School could reopen.

## **Critical Incident Policy (cont)**

### Death or Serious Injury to a child or member of staff.

In the event of a death or serious injury of a child or member of staff the Committee and Manager would discuss whether it would be appropriate for sessions to continue. The parents/carers would be informed so consideration could be made to the effect on their own child and the staff in the setting.

### Media

Initially the Chair or Manager would deal with the media with the assistance of Hampshire County Council if required.

### Counselling

Should counselling be needed for adult, specialist advice would be sought from Hampshire County Council, Children Services and the Police.

### A situation which may cause the setting to be outside of child to staff ratio

If an emergency situation arose on a day where minimum staff ratios were in place and a member of staff had to leave the setting, every attempt would be made to contact the nearest available qualified relief staff. If that was not possible then the setting would be closed and all parents contacted to immediately collect their children. The nearest available DBS approved Committee Members would be called on to accompany the remaining staff members until parents are able to collect their children.

A list of all emergency contact numbers for staff and committee members is kept at Pre School at all times.

**This policy was adopted at a meeting of Triangle Pre-School held on:**

.....4<sup>th</sup> January 2021.....

**Date to be reviewed:** January 2023

**Signed on behalf of the Management committee:** .....

**Name of Signatory:**

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**Role of Signatory:**

.....CHAIRPERSON.....