



Registered Charity Number 1036151

Critical Incident/Emergency Closure

Critical Incident

For the purposes of this guidance a critical incident is an incident that is likely (or has the potential) to significantly disrupt the normal operating conditions of the Pre-School. Examples of such incidents include but are not limited to:

- Serious damage to the Pre-School building through fire, flood, or vandalism,
- A physical attack or threat on staff member(s) or pupil(s) or intrusion into the Pre-School/School,
- An accident/tragedy in the wider Pre-School community,
- Significant public/news/media attention on the Pre-School,
- A serious infectious disease in the Pre-School or the wider Pre-School community.

Emergency Closure

Any decision to close Tiddlywinks Pre-School will be made on Health and Safety (e.g., failure of heating system), or Statutory Regulation, grounds, by the Committee and/or Setting Manager. Although we will endeavour to give as much notice as possible, due to the nature of an emergency closure, it is our policy to notify parents/carers by text message. The Tiddlywinks mobile number is 07483 175232. It is unlikely that the Pre-School will open if Stretham Primary school is closed.

Evacuation

If it is necessary to evacuate the building, Tiddlywinks staff will do so following the Fire Action Procedure, displayed on all exits of the Pre-School. The Primary School grounds will be used as an Assembly Point. If the School grounds are unsafe to use as an Assembly Point, Tiddlywinks Pre-School staff will of course remain with the children in a safe location until they are collected by their parents/carers. This location will be communicated to parents/carers when they are contacted.

Collection of Children

If Tiddlywinks Pre-School is closed because of a Critical Incident/Emergency during a session, parents/carers will be contacted by a member of staff requesting them to collect their child/children immediately. In all instances, we will contact parents/carers as soon as it is safe for us to do so.

Whilst no amount of planning can totally prevent accidents and incidents occurring, it is hoped that the impact can be minimised by taking sensible precautionary measures. It is expected that:

- All staff and volunteers should be familiar with the Pre-School's routines for fire, and the evacuation of the Pre-School building on hearing the fire alarm.
- All staff should be familiar with the procedures for dealing with accidents.
- All staff organising off-site trips/visits follow the outings policy and procedures.
- All volunteers should sign in and out of the premises.
- Parents/carers will inform staff of any significant health problems with their child.

In the event of a Critical Incident/Emergency Closure affecting Tiddlywinks Pre-School the following policies/procedures may also apply:

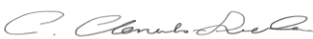
Safeguarding children and child protection, Accidents, Administering medicines, Employment and staffing, Fire Safety, Health and Hygiene, Missing Child, Supervision of children on outings and visits, Maintaining children's safety and security on premises.

All routines and procedures which are used in response to a critical incident/emergency closure will be maintained and reviewed periodically.

Depending on the nature of the incident, a Tiddlywinks incident team may be convened to agree a further response (e.g., to develop an agreed media statement, offer on-going support to parents/carers).

In the case of an incident causing medium/long term disruption, the Pre-School Manager and Committee will seek to offer alternative arrangements where practicable.

Adoption and annual review of the policy

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
held on	27 th February 2023
Signed on behalf of the management committee	
Name of signatory	Caroline Clements-Searle
Role of signatory	Chair