



Critical Incident/Emergency Closure/Evacuation/Invacuation

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. Unless there are no amenities (e.g. water, or electricity) it is unlikely that the Pre-School will close 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.

Invacuation

Invacuation procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and adults in the setting. Procedures should aim to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. Invacuation procedures may be activated in response to any number of situations, but some of the more typical might be:

1. a reported incident or disturbance in the local community or an intruder on site (with the potential to pose a risk to children and adults in the setting)
2. A warning being received regarding an environmental risk locally, e.g. of air pollution (smoke plume, gas cloud etc.) or a major fire in the vicinity of the setting
3. The close proximity of a dangerous animal

The setting's invacuation procedures will be familiar to all staff and volunteers. An invacuation drill should be undertaken at least once a year in an organised and calm manner.

Invacuation may take two forms:

1) Partial Invacuation

A partial Invacuation is a precaution aimed to keep children and staff safe while remaining indoors. This may be because of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be because of a warning being received regarding the risk of air pollution, etc. In a partial Invacuation staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however the setting can continue as usual.

What usually happens during partial invacuation?

- All outside activity to cease immediately, children and staff return to building. (There needs to be a means of communicating the alert to staff). All staff and children should remain in the building and external doors and windows should be locked
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological, or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off and all the cracks around doors and any vents into the room should be sealed – aim to minimise possible access points of pollutants.

2) Full invacuation

- This signifies an immediate threat to the setting and may be an escalation of a partial invacuation. The aim of a full invacuation is for the setting and its rooms to appear empty. Children should not be released to parents during an invacuation, and staff should not leave the premises unless instructed to do so.

What usually happens during a full invacuation?

- All children and staff should return to/stay in the building and external doors should be locked.
- Internal doors might be locked (where a member of staff with a key is present).
- Lock windows, draw blinds, cover internal door windows (so an intruder cannot see in).
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal.) Consider locations behind substantial brickwork or heavy reinforced walls).
- Turn off lights, smartboards, and computer monitors.
- Turn off mobile phones (or at the least turn onto silent and switch the vibrate mode off so they cannot give away your position).

- A register should be taken, and a head count completed of all staff and children at the setting.

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:

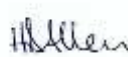
Safeguarding children and child protection, Accidents, Administering medicines, Employment and staffing, Fire Safety, Health and Hygiene, Missing Child, Supervision of children on outings and visits, Maintaining children’s safety and security on premises.

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	22nd April 2024
Signed on behalf of the management committee	
Name of signatory	Hilary Allen

Role of signatory	Chair
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