**8.11 Critical Incident and Lock Down Policy**

**Policy statement**

Little Fishes Pre-school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. 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 including those outside in the garden The Manager or deputy Manager will immediately call 999 and if appropriate the Chairperson.

The threat maybe from:-

 Flood

 Fire

 Burglary

 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.

**Procedures**

**Flood**

There is always a danger of flooding from adverse weather conditions or through the water system. If flooding occurs during the pre-school day, the manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents and carers will be notified in the same way as the fire procedure.

**Abduction or Threatened Abduction of a Child**

At Little Fishes Pre-School 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 pre-school property immediately. All doors to the pre-school are locked and unable to be accessed unless staff members allow individuals in. Parents and carers are reminded not to allow anyone into the building whether they are known to them or not.

Children will only be released into the care of a designated adult, as per our registration form. Parents and carers are requested to inform the 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 not restrict access **unless** 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 solicitors 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 will be followed:**

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

**Lock Down Procedure**

In the event on an unauthorised person or persons trying to enter the pre-school without permission then we will immediately instigate our Lock Down Procedures –

* The **Manager/Deputy** will immediately call **999** and collect the register, mobile phone and medications box to take to our ‘safe place’, the Home Corner area and arrange drawers to create barrier.
* The deputy **manager** and remaining members of staff will and gather all the children together into our ‘Safe Place’. The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
* paper will be put up to cover the small window in the door opposite the Home Corner
* One member of staff will count the children in the group whilst the Manager/**Deputy Manager** quickly checks the premises for any other children.
* Once we are sure that all of the children and staff members are accounted for we will await Police assistance.

**After the danger has passed and it is safe for us to leave our safe place we will:-**

* Gather the children to the carpet area whilst the **Manager/Deputy Manager** calls parents/carers to inform them what has happened.
* **Ofsted and Surrey Education** will be informed of the incident within 24hrs of it happening.
* Records will be made of the event and actions taken will be recorded in our incident book.

**Bomb Threat/Terrorism Attack**

If a bomb threat is received at the pre-school, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call is terminated. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible. Once a roll call has been taken the children will be walked up to Cuddington Croft Primary School.

**Other Incidents**

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. 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.

**Legal framework**

 Working Together to Safeguarding Children

 Children Act 1989

 Children Act 2004 (Every Child Matters)

 Children Act 2006

 Health and Safety at Work Act 1974

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of | Little Fishes Pre-school | *(name of provider)* |
| Held on | 9 January 2023 | *(date)* |
| Date to be reviewed | Spring 2024 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Sue Wharton | |
| Role of signatory (e.g. chair, director or owner) | Operations Manager | |