

critical incident policy

Definition of a crisis

In the Nursery

- The death of a child or a member of staff
- A deliberate act of violence such as a knifing, use of firearm or sexual abuse
- A Nursery fire or explosion

Casualties

Where an incident involves casualties on the College grounds the Manager/Deputy will:

- take names of those injured
- know the hospital to which they are taken
- inform parents
- inform Ofsted

Where deaths have occurred parents will be told in person as soon as possible by the College Principal/Nursery Manager, after it has been verified by the police. In the event of a Disaster on a trip, staff will:

- assess the situation
- make sure all other members of the party are safe and accounted for
- if necessary administer First Aid
- call the appropriate emergency services
- inform the College Principal
- an adult will accompany children to hospital
- ensure the remaining children are sensitively supervised and kept safe until collected by their parent

Briefing staff

- A factual account of the incident
- Details of any arrangements necessary
- Information on coping with the media
- Staff will not talk to the media without the permission of the College Principal
- When necessary daily bulletins will be issued to parents via the College website

Sources of help

Staff children and parents may require support.

The following support is available for parents/carers:

Childcare Development
Mill Hill, Waterlooville
Telephone 023 9225 9906

Child Death Helpline
Freephone 0800 282 986

Available to staff:

Right by your side (24 hours a day, 7 days a week)
Telephone 0800 111 6387