

**Critical Incident Policy**

**This policy was adopted on 29/09/2025**

Bollington Preschool recognises the need to ensure all of our children, their families, staff, and visitors are safe whilst at our setting.

We recognise that, within its Emergency Procedures, a plan needs to be made to help combat and deal with a threat to children, volunteers, and staff, which occurs whilst they are inside the building or in the grounds.

This document sets out the Preshcool’s response to such an emergency, but recognises that it is impossible to legislate for every possible danger or scenario. The aim of this procedure is to outline:

* How emergencies will be communicated
* How staff should react to these situations
* The expectations of staff and those in our care.

A critical incident is triggered by an initial event, which is unplanned and therefore not foreseen.

**Invacuation**

Some examples of evacuation might be required if:

* There is local air pollution due to a nearby fire or chemical release.
* There is a dangerous animal (for example, a dog) in the grounds.
* There is an incident or civil disturbance in the area that might affect the school.

***‘Evacuation or lockdown (or both) could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity. ’***

**Invacuation procedure**

1. Three short whistles will be sounded to give a clear signal to children, staff, and visitors to implement the evacuation procedure. A whistle is located at the first aid station in the outdoor area.

2. If children are outside, staff should immediately take them back into the Preschool building, and when all the children have returned to the building, the door should be locked.

3. Little explorers children will be taken to the quiet room

4. Preschool children will go to the main room.

Should the manager/deputy manager believe any of these areas are not safe for children, they should clearly communicate where the children should congregate.

5. If it is safe to do so, all external windows should be shut and locked as necessary.

6. The register is taken to ensure all children are accounted for.

7. The manager/deputy manager will contact the relevant emergency services if required.

8. Everyone should remain where they are until the manager or deputy manager states otherwise.

**Lockdown**

Some examples of Lockdown might be implemented if:

* There is an aggrieved, disturbed, or intoxicated person trying to gain access to the preschool (this could be a parent or a stranger).
* There is an intruder on the site.
* There is an internal threat from a student.

Lockdown procedure

When instructed that the Preschool is in full lockdown, the following action will be taken:

1. The Alarm will be raised by a member of staff stating ‘Lockdown’ in aloud clear voice. Preschool children will remain indoors with all doors and windows locked. Those outside will follow the evacuation procedure. Nursery staff to keep calm and continue as normally as possible for the children. It would be encouraged to create a calm, quiet atmosphere and to carry out a headcount for staff and children
2. Children will be taken to the quiet room and asked to sit along the wall underneath the windows and remain calm and quiet.

*Should the manager/deputy manager believe any of these areas are not safe for the children, they should clearly communicate where the children should congregate.*

1. locked, blinds drawn, and children to sit away from the doors and windows, ideally hidden with furniture, under tables or against a solid wall.
2. The manager/deputy manager will contact emergency services and remain the contact for the Police/Fire
3. Staff advised to turn all phones to silent.
4. Keep silent throughout if possible.
5. The Preschool manager/ deputy manager will communicate via email and Facebook if the lockdown procedure has been instigated. Families will be notified and asked not to contact or come to the setting. This will also be sent to staff and committee members who are not in the building at that time.
6. A member of the management team will communicate when the lockdown has ended