



Humpty Dumpty Pre-School

The Scout Hut

Eastfield Lane

Ringwood

Hampshire

BH24 1UR

Registered Charity Number: 1027798

Ofsted Number: 109840

Member of the Pre-School Learning Alliance



## **Critical Incident Policy and Procedure**

The following procedure will be followed in the event of a critical incident occurring within the setting. The procedure ensures that children and staff are kept safe and protected and all those affected after the incident has occurred will be supported.

### **Definition of a critical incident**

A critical incident is a traumatic incident that could result in death or near death of a child or staff member. The Early Education and Childcare Unit (EECU) will be notified as soon as is possible so that support can be given in contacting all the necessary agencies that need to be informed of the incident as well as providing staff and children with the most appropriate support.

### **Procedure**

Should an incident occur the Supervisor will direct staff to undertake the following actions:

- Contact the emergency service
- Contact the child's family/adults next of kin
- Manage and reassure the other children
- Contact the local EECU office for support and advice
- Agree what to say and contact all parents
- Agree what to say (with support of the EECU who can seek advice from experienced press officers) and speak to the media to ensure consistency if necessary

### **Actions following the incident**

Should an incident occur the Supervisor will take responsibility for undertaking the actions below, with the assistance of the Chairperson,

- Record in writing all actions taken
- Inform Ofsted
- Inform Local Social Care – 0300 555 1384
- Inform Insurance Company
- Update EECU Office
- Update and debrief staff team
- Write a report of incident
- Review procedures to see if it is possible to learn anything from the incident
- Consider counselling as necessary

### **Dealing with a child's death that occurs outside of the setting**

In the sad event of being notified of a child's death there can be ongoing actions and issues that need to be addressed. These can include distress for staff, children and parents, Social Care or Police investigations, dealing with high media interest as well as long term training needs for staff.

There is no need to contact Ofsted or Social Care. If it is thought that this is a child protection issue, we will follow the Child Protection Policy and Procedures.

### **Actions following the incident outside the setting**

- Inform local EECU office for support
- Consider counselling for staff
- If a statement is required for the media, contact EECU office to provide access to an experienced press officer to offer advice and guidance. Agree what to say with the staff so that the same information is given to ensure consistency
- Contact all parents to ensure that they hear about the incident directly from Humpty Dumpty Pre-School and ensure that they are given the same information.

This policy was adopted at a meeting of:	Humpty Dumpty Pre-School
Held on:	05/11/17
Date to be reviewed:	05/11/18
Signed on behalf of the provider:	
Name of signatory:	Clare Green
Role of signatory:	Management Committee Chair