

ALTON COLLEGE NURSERY

CRITICAL INCIDENT POLICY & PROCEDURE

1 Purpose

This policy explains the procedures that have been agreed and will be followed in order that children and staff are kept safe and protected in the event of a critical incident occurring in the Nursery. It also makes clear how all those affected will be supported after the incident has occurred.

2 Definition of a critical incident

A critical incident is a traumatic incident that could result in death or near death of a child or member of staff. The local Early Education and Childcare Unit, EECU will be notified as soon as is possible, in order that they can provide support in contacting all the necessary agencies that need to be informed of the incident. They will also provide support to staff and children.

3 Preparing for a critical incident occurring

The Nursery Manager (or deputy) will take the lead should an incident occur. Support will be provided by the responsible Executive Lead at the College, or in their absence, the College's Duty Manager. The following actions will be undertaken:

- Contact the emergency service
- Contact the child's family
- Appoint one member of staff to manage and reassure the other children
- Contact the local EECU office 01962 840222
- Nursery Manager and the responsible Executive Lead at the College agree and communicate information to all parents
- Any contact from the media should be dealt with by the College's Press Officer or a member of the Executive Team
- Notify the College Duty Manager

4 Actions following the incident

The following actions will be undertaken by the Nursery Manager with the support of the responsible Executive Lead at the College:

- Inform Ofsted
- Inform Children's Service - 0845 603 5620
- Inform the College's Insurance Company via the College Finance Manager
- Update local EECU office
- Update and debrief the staff team
- Write a report (using clear and specific language and details)
- Review procedures in light of lessons learned
- Inform staff how to access the College's counselling services

- Inform the College's Chaplain (if appropriate)

These actions will be undertaken at appropriate times after the incident. Full and complete records will be kept.

5 Dealing with a child's death that occurs outside of the Nursery

In the sad event of the Nursery being notified of a child's death the following actions will be carried out by the Nursery Manager with support from the responsible Executive Lead at the College:

- Inform the local EECU office who will provide support
- Inform staff how to access College's counselling services
- Inform the College's Chaplain (if appropriate)
- Any contact from the media should be referred to the College's Press Officer or the College's Duty Manager.
- Nursery Manager and the responsible Executive Lead at the College agree and communicate information to all parents

If there is concern that this incident is a child protection issue the College's child protection policy and procedures will be followed.

6 Review

This policy will be reviewed on an annual basis.

Reviewed:	May 2021
Reviewed	July 2022