



Oscar Bears' Day Care

Critical incident/Lockdown Policy and Procedure

At Oscar Bears' Day Care we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident policy in place to ensure our setting is able to operate effectively in the case of a critical incident.

A 'critical incident' may be defined as any event which threatens severely to disrupt the functioning of the setting. It is impossible to identify in advance all types of events which could be a critical incident.

Specific Incident examples

We have identified a number of specific critical incidents and how we would respond to them if they should arise. These include:

- Burglary
- Bomb threat/terrorism attack
- Lockdown procedure
- Fire - please refer to the fire safety and emergency evacuation policy and procedure

But a critical incident would normally have the following features:

- there are substantial threats to the safety of individuals at our setting
- the incident is likely to lead to the suspension of normal operations and it follows that a critical incident is likely to require the calling out of the emergency services.

All incidents will be managed by the manager or deputy manager on duty and all staff will co-operate with any emergency services on the scene.

An incident that requires evacuation will follow the fire safety plan.

All 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 at Oscar Bears' Day Care.

Burglary

Management and Senior staff follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. All staff adhere to checking the premises too before leaving. CCTV systems are used and in operation during all hours the Centre is closed.

On arrival in the morning, members of the team check the premises. Should they discover that the setting has been broken into they will follow the procedure below:

- Contact the manager/owner if they are not already at the setting. Contact the police.
- Contain the area to ensure no one enters until the police arrive. Staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice. The management team will help the police with the enquiries, e.g. by identifying items missing, areas of entry etc. The manager will be available at all times during this time to speak to parents, reassure children and direct enquires. Management will assess the situation following a theft and ensure parents are kept up-to-date with developments relating to the operation of the nursery.



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Bomb threat/terrorism attack

If a bomb threat is received at the setting, 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. Management will follow the fire safety plan to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Lockdown Procedure

If a trespasser threatens the premises and anyone within them the site 'LockDown' procedure should be activated.

- Management will ensure they give a clear signal which will alert all staff to a Lockdown, while at the same time not necessarily agitating the trespasser, if that is the nature of the alert. (Management and senior staff have a lockdown password)
On this signal management will call for emergency assistance – 999.
- All doors and windows will be securely locked and checked. Keys to be kept with management and relevant staff.
- Key staff and room leaders will keep a calm environment keeping children in their room when possible, and immediately do a headcount of their groups of children, ensuring everyone remains sitting quietly, out of sight.
If needed, to move away from all doors and windows, children will all be moved into the windowless sleep room (baby/toddlers) or children's bathroom (preschool). Management/key staff will make sure to have a phone with them to communicate.
- Management will ensure all staff and children are safe and accounted for from the daily registers.

Staff will regularly discuss their own responsibilities for these circumstances and what is expected of them.

Written by: Tawny Bremner

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