6.4 Critical Incident – Policy and Procedures

Policy Statement
The Policy Statement is based on the definition according to SfYC HCC August 2012: (Updated Guidance Oct 2013, August 2015)

"A critical incident is a traumatic incident that could result in death or near death of a child or staff member or other adult." (See updated guidance August 2015)

A critical incident might include a child of staff member lost or injured on site or on a visit, the sudden death of a child or member of staff, a serious physical attack on a child or member of staff, a serious child protection issue, terminal illness of a child or member of staff, staff suicide.

In the event of such an incident the priorities of the adults in charge at the Nursery or on the trip must be able to:

- Make efforts to save lifes by appling First aid
- Minimise personal injury
- Safeguard the interests of pupils and staff

The adult in charge will

- contact emergency services
- call the casualty's family
- call SfYC for support and advice. (SfYC will advise which agencies need to be informed of incident and will provide appropriate support).

The other staff will

- manage and reassure the other children

Other items to consider:

- No adult should speak to the press under any circumstances without the express permission of the Nursery School Manager
- Media requests for information should be addressed to the Nursery School Manager. One person only should be nominated to talk to the media.
- A clear and concise record of actions taken will be kept by adults invoved.
- Mobile 'phones will only be used to relay information if there is no landline available because they are NOT secure.
- The Head will outline what is to be said to ensure consistency and that the same information is given to all parents.

After a critical incident the Nursery School Manager will:

- inform Ofsted
- inform the Social Care Team 0845 603 5620
- inform the Nursery Insurance company
- update SfYC
- update staff
- write a factual report
- review procedures
- assess risk of re-occurence
- consider counselling for those involved

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	No changes, part of annual review
26/01/2026	Veronica van Ingen	No Changes