



Hambledon Youth Hut
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10.15 Emergency Closure / Critical Incident and lock down policy

Policy statement

We understand the 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 emergency closure critical incident and Lockdown policy in place to ensure our pre-school is able to operate effectively in the case of a critical incident.

These include:

- Flood
- severe weather
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Electric
- Hygiene
- Any other incident that may affect the care of the children in the Preschool.

If any of these incidents impact on the ability for the pre-school to operate, we will contact parents or carers as soon as possible, using various communicated procedures.

Procedures

- In the event of an emergency closure being necessary, parents/carers, staff and volunteers are asked to access [http://www.hants.gov.uk/school closures](http://www.hants.gov.uk/school_closures). This County Council website will list all schools that have had to close and will give brief details of the reasons.
- Local radio stations (Wave 105, BBC Radio Solent, Heart South, The Breeze and The Coast) will also broadcast the list of school closures.
- The Supervisor or Deputy of the Pre-School will post on facebook and e-mail the parents/carers and notify them of the closure as early as possible.
- If possible, the Supervisor or Deputy will contact the parents/carers via phone and notify them of the closure.
- The Supervisor or Deputy may also ask the Pre-School Committee to contact parents/carers via telephone or e-mail in order to communicate the closure as quickly as possible.
- If possible, the Supervisor or Deputy will leave a recorded phone message on the Pre-School answer phone. This will only be possible when the Pre-School building can be access safely or there is a remote message recording facility available.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation. If flooding occurs during the pre-school day, the manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this

instance children will be kept safe and parents and carers will be notified in the same way as the fire procedure.

Abduction or Threatened Abduction of a Child

At Hambledon Pre-School we take the safety and welfare of the children in our care extremely seriously. As such we have secure safety procedures in place to ensure children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering on pre-school property immediately. All doors and gates to the pre-school are locked and unable to be accessed unless staff members allow individuals in.

Parents and carers are reminded not to allow anyone into the building whether they are known to them or not. Children will only be released into the care of a designated adult, as per our registration form.

Parents and carers are requested to inform the pre-school of any potential custody battles or family concerns as soon as they arise so the preschool is able to support the child. The pre-school will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent or carer arrives to collect their child, the pre-school will not restrict access unless a court order is in place. Parents and carers are requested to issue the pre-school with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved. If a member of staff witnesses an actual or potential abduction from pre-school the following procedure will be followed:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parents or carers will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used,

time and direction of travel if seen and any family situations that may impact on this abduction.

Lock Down procedure

In the event on an unauthorised person or persons trying to enter the pre-school without permission then we will immediately instigate our Lock down Procedure –

- The Manager/Deputy will shout out the code word cactus and then immediately call 999 and collect the register, mobile phone and medications box to take to our 'safe place', which is the toilet area
- The remaining members of staff will gather all the children together into our 'Safe Place'.
- All curtains will be drawn.
- One member of staff will count the children in the group whilst the Deputy/Supervisor quickly checks the premises for any other children.
- Once we are sure that all of the children and staff members are accounted for we will await Police assistance.
- After the danger has passed and it is safe for us to leave our safe place we will gather the children on the carpet area whilst the Manager/Deputy calls parents/carers to inform them what has happened.
- Ofsted will be informed of the incident within 24hrs of it taken place.