

Critical Incident/Death Policy

A critical incident is a traumatic incident that could result in the death or near death of a child or staff member.

Every effort is made to ensure the safety of all children in the care of Little Ducklings Pre-School (see Safety Policy: Appendix 1: Supervision). In the unlikely event of a critical incident occurring. The following actions will be taken:

- The Manager or designated person will be required to ensure that all the children are sufficiently supervised and secure, engaged in a whole group activity such as singing or a story. The Manager will count and name check all the children present against the register
- If necessary the evacuation procedure will be followed as directed by the Manager or Deputy Manager.

The Manager will contact the following as applicable:

- Emergency services
- Family members of children/adults involved
- Rucstall Primary School – 01256 466524
- The Committee Chair.

In the event that a child has gone missing a thorough search will be carried out of the building, widening until the child is found.

If the incident requires that children need to be collected from the Pre-School, the Manager, Office Manager or Key Staff will contact all parents by phone.

Once the immediate issues have been dealt with the Pre-School Manager or Office Manager will inform the following as applicable:

- Ofsted – 0300 1234666
- Children's Services – 0300 5551384
- Linda Clarkson SFYC 07793 758466
- The Insurance Company – 020 76972585
- Police - 999.

Any subsequent action that needs to be taken should include:

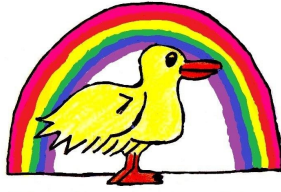
- Updating and debriefing staff
- Providing a written report of the incident including a policy and procedure review
- Considering counseling as necessary.

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY424761 Charity Registration: 1132767



Signed on behalf of Little Ducklings Pre-School: _____

Position: _____

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