Major Incident Policy

Policy Statement

The setting takes seriously the need to consider protective security and prepare for the possibility of a local or national major incident.
A major incident is an event or situation which threatens serious harm or damage.
Our priority is the safety of the setting staff and the children in our care. All efforts are made to keep children calm, reassured and occupied.
The setting has an emergency kit which includes procedures for evacuation, invacuation, lockdown, dealing with suspicious items, bomb threats, firearms/weapons attacks, and essential supplies.
The setting has an Emergency Plan.
Our policy and procedures follow current government advice.

Policy Aim

Our aim is that staff make decisions to the best of their ability in any situation that arises, focused on the available options and the safety of the children in their care.

Definitions

Evacuation – leaving the building

When there is *a threat within the building* and a clear and safe escape route.
Examples: a fire.
Everyone leaves the building and assembles in a pre-arranged location outside.
Doors and windows are closed on leaving.

Invacuation – staying inside the building

When there is *a potential threat but no immediate danger* from outside to people or the building.
Examples: unusual weather, a dog in the grounds, a nearby public order incident, air pollution.
Everyone is moved to a *safe* place inside the setting building, and kept away from external windows and walls as far as possible.
Doors and windows are secured.

Lockdown – securing the building and hiding inside

When there is *imminent danger* from outside to people or the building.
Examples: an armed person trying to gain access, a serious pollution or chemical risk.
Everyone is moved to a *secure* place where they cannot be seen from outside the building.
Doors and windows are locked, and barricaded if possible.
Phones are muted and vibration turned off.

In the event of an attack, we use Run Hide Tell

Run if you can, it's better than surrender or negotiation. If you can't . . .
Hide it's better than confrontation. Turn your phone to silent, turn off vibrate, barricade if you can.
Tell the police when it's safe, by calling 999

General Procedures

Preparation

- All staff are familiar with the policy, procedures and safety precautions.
- Staff maintain vigilance and report any concerns to the setting manager.
- Responsibilities within the setting are planned and clear.
- Children with special medical/educational needs or disabilities have personal evacuation, invacuation and lockdown plans.
- Risk assessments for fire and protective security are carried out once a year at least.
- Drills take place as scheduled in setting checklists, to familiarise staff and children with procedures.
- Settings on a shared site (e.g. a school) are aware of procedures for the whole site, and act in accordance with those procedures as far as reasonable.

Responsibilities During an Incident

- Responsibility for initial action at a setting rests with the setting manager, or the most senior member of staff present.
- Where necessary, emergency services are contacted as soon as possible.
- The Committee is contacted as soon as it is safe to do so.
- The Committee staff invoke the Emergency Plan, leaving setting staff free to care for children.
- The Committee staff notify and liaise with parents, within the limits of the situation.
- Staff co-operate with emergency service staff and follow their advice at all times.
- Mobile phones are not used unless it is safe to do so, and phone lines are kept clear.
- No comments are made to the press without advice from emergency services or the Committee.
- Children are kept calm, reassured and occupied as much as possible.

After a drill or Incident

- Parents are informed verbally at pickup time of any drill or incident.
- Information and feedback are provided to children and parents in a calm and appropriate way.
- Staff ensure that children and parents are given the opportunity to ask questions.
- Staff are alert for signs of distress among children.
- Risk assessments and procedures are reviewed after all drills and incidents.

*All references to ‘parents’ in this policy should be understood as parents, carers, legal guardians or authorised adults as applicable. ‘Child’ refers to child or children as applicable.