

# CRITICAL INCIDENT PROCEDURE

## Policy statement

Despite effective preparation and planning it is possible that a critical incident may still occur at the setting. This procedure outlines the requirements for the management of critical or potentially critical incidents at settings to minimise risks to health and safety and the impact on the children and staff. All staff at the setting are aware of the procedures to be followed. These procedures have been drawn up agreed and will be followed in order that the children are kept safe and protected in the event of a critical incident which may occur in the setting. Included is a list of services and multi professional agencies that are available to contact after an incident, if required.

## Definition of a Critical Incident:

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

## Procedures

All members of staff have been trained on the procedures and are aware of the actions they need to make if an incident occurs. If an incident occurs senior members of staff the Manager or Deputy will take the lead and designate others staffs roles. The lead member will at the time of the incident:

- Take lead and designate roles
- Contact emergency services
- Contact the child or staff members family in private and away from others.
- Manage and reassure other children and staff.
- Contact the local SFYC team for support and advice
- Agree with others what to say and contact other parents.
- Agree what to say with the support from SFYC and press office to make a statement to the media if necessary.

## ***Actions to be taken following the incident:***

The lead incident member and other staff members involved in the incident will together:

- Contact Ofsted 0300 123 1231
- Inform the Professional Line 01329 225379
- Inform Insurance Company
- Update SFYC

- Update and debrief all staff at the setting
- All staff involved will write a report using clear and specific language and details
- Reflect on the incident and procedures to see if you can learn or improve any after the incident
- Support each other and consider if counselling is required by anyone involved.

### **Legal framework**

- List here the relevant Acts of Parliament that form the foundation of the legal requirements for this policy or procedure.

### **Further guidance**

- List here any Government documents that provide guidance on abiding by the relevant legal framework.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_