



Introduction

Whilst Smartkidz Play and Learn's policies and procedures are designed to minimise the possibility of accidents and critical incidents, we know that, even with the best planning, they can happen at any time. Good preparation can reduce the impact of a critical incident and enable staff to effectively manage incidents, keeping themselves and the children at the club safe.

This set of procedures involves three major categories of incident which we believe encompass the most likely incidents which could happen at Smartkidz Play and Learn. Clearly, no set of procedures can completely prepare staff for every eventuality, however the broad principles which are covered in this document are designed to support staff in making critical decisions at difficult times.

The three categories of incident covered in this document are:

- Accidents or sudden illness involving hospitalisation or death
- Incidents involving evacuation of the building
- Incidents involving taking refuge inside the building

Missing child procedures are covered in separate documentation.

Procedures

Accidents or sudden illness involving hospitalisation or death

Accidents are a normal part of everyday life. Smartkidz Play and Learn aims to provide a safe and caring environment in which children are able to develop their understanding of risk and risk management. Risk assessments undertaken at the club minimise the possibility of an accident having serious consequences; however, we understand the need to prepare for more severe outcomes.

Immediately at the time of the incident:

- Carry out first aid and call an ambulance, remembering to tell the operator if the injured person is a child. Take no action which would jeopardise your own, or another person's, safety.
- Clear space by asking a member of staff to take other children to another part of the school (e.g., children could go outside, to the hall or to a nearby classroom).
- One person should collect the child's registration form or staff information form so that they can easily give details to the paramedics.
- If the injured person is a child, parents should be contacted and asked to meet at the hospital (unless their location and the estimated time of arrival of the ambulance suggest otherwise). If the injured person is a member of staff, they should be asked if they want anyone called. If they are unconscious, contact the next of kin from their information sheet.
- Prepare a member of staff to travel to the hospital with the injured person. They may need to give detailed information on the incident so it is important that if a member of staff witnessed the incident, they should go. If

- this is the senior member of staff managing the incident, it may be necessary to send someone else after careful briefing.

As soon after the incident as possible:

- Consider if extra staff will be needed once the ambulance departs. Contact lists for emergency staff must be within club.
- If the manager is not working, contact them to inform them of the incident.
- Make contemporaneous notes about the incident.
- Consider if the incident is likely to attract media interest or have legal implications. If this is likely to be the case, contact a member of the school management. Contact details of school senior management must be in club.

Incidents involving evacuation of the building

Incidents which involve evacuation of the building may include fires, chemical or gas leaks or incidents which cause structural damage to the building.

Specific Fire procedures are given in our Fire safety and risk assessment policy.

At the time of the incident:

- Evacuate the building quickly and quietly using the fire alarm. Using the fire alarm automatically calls the fire service and will also evacuate children and adults who may be in other areas of the school and unaware of the incident.
- The member of staff inside should collect the register, mobile phone, and keys if possible.
- Settings will then follow their individual fire procedures.

As soon after the incident as possible:

- The fire service will investigate the building and declare whether it is safe to re-enter or not.
- Contact a member of school management in the order.
- If the co-ordinator is not present, contact them to inform them of the incident.
- Consider relocating to the recreation ground or pavilion.
- Send children home using the contacts list if it is clear that premises will not be available for a significant period of time.

Incidents involving taking refuge inside the building

Incidents which involve taking refuge inside the building could include chemical leaks in the area, a person or persons acting suspiciously or aggressively in the playground or the vicinity of the school or an aggressive animal in the playground.

At the time of the incident

- Call the children into the building and carry out a headcount.
- Call the police to inform them of the incident if you are in any doubt that they do not know.

- Consider whether it is necessary to:
- close windows (chemical leak, noise which may upset children)
- pull down the blinds (to help keep children calm)
- lock the doors (to maintain safety)
- keep children away from windows (for their safety)

As soon as possible after the incident:

- If the co-ordinator is not at the club, contact them to inform them of the incident.
- Consider if the incident is likely to attract media interest or have legal implications. If this is likely to be the case, contact Adam Smart or the club playleader.
- Make contemporaneous notes about the incident.

General Principles

In any critical incident, try to remember the following general principles:

- Take no action which would jeopardise your own, or another person's, safety.
- There will be times when you need to make quick decisions, but there will also be decisions which you can afford time to consider.
- If you are in doubt take action according to the worst outcomes.
- Pass any dealing with the media to the Local Authority representative (either education or Care and Education) or school management.

Useful contacts

Health Protection Unit: 0300 303 8537 Option 1
 Ofsted: 0300 123 1231
 RIDDOR Incident Contact Unit: 0845 300 99 23

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Accident or injury [3.50-3.51] and Food and drink [3.49]*

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
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