

Safeguarding Children

1.12.4 Critical Incident

Policy statement for St Joseph's Out of School Club

At St Joseph's Out of School Club we ensure that through our vision, values, rules, curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The committee also ensures that this ethos is reflected and implemented effectively in policy and practice and that there are effective risk assessments in place to safeguard and promote children's welfare. We have a duty to prepare our children for life in modern Britain and to keep them safe. Pupils who attend our pre-school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

In light of recent terror attacks in the country this procedure is designed to be followed in the event of a major incident, accident or terrorist attack.

At all times staff will endeavour to remain calm and will attempt to protect the children to the best of their ability.

In case of an emergency within the setting

St Joseph's Out of School Club resides within the grounds of St Joseph's Catholic Primary School. The school has in place a warning bell to notify the school, OOSC and pre-school of certain situations. For example, if there is an incident that needs the Leigh building to be 'locked down', such as:

- a reported incident or disturbance in the community;
- an intruder on site;
- a warning being received regarding a local risk of air pollution (eg. smoke, gas cloud);
- a major fire in the vicinity of the school;
- the close proximity of a dangerous animal (eg. dog)

Lockdown procedure

The Out of School Club follows the same lockdown procedure as St Joseph's Catholic Primary School. Namely

- in the event of an emergency a signal of intermittent bells will be rung continuously;
- the Out of School Club will initiate the lockdown procedure;
- staff will ensure that all children are inside the Leigh Building. They will attract the children's attention and reassure them if frightened;
- all outside doors will be locked and all windows closed that may be open;
- the Out of School Club register will be taken and any child or adult not present will be notified to the Play Leader or their Deputy, who will inform the head and office staff of St Joseph's Primary School. They will liaise to arrange a search for the missing child/adult;
- Out of School Club staff will ensure that all outside doors are locked and all key pad doors have the key pads engaged;
- in the event of the need to call emergency services the head/teacher in charge and office staff of St Joseph's Catholic Primary School will dial 999 and request the emergency service required;
- the all clear signal will be given by the head/teacher in charge and/or office staff of St Joseph's Catholic Primary School in person to the Out of School Club;
- an email message will be sent to parents/carers to advise of the emergency;
- If the Out of School Club is still under a warning at 6pm, the children will only be released from Out of School Club to their parents/carers or a nominated representative. Any children that are not collected will be kept in the Leigh building and be supervised until

parents/carers come to collect them and take them home. It is unlikely that parents/carers will be required before the usual end of day.

Fire evacuation

In the event of the need to evacuate the Leigh Building, the Out of School Club will follow its usual fire drill procedures which are well rehearsed.

Namely:

- an evacuation is announced by the ringing of a continuous bell either as a result of a fire point being activated or by manual activation as part of a drill;
- staff will attract children's attention and reassure them if frightened;
- the register will be taken and any child or adult not present will be notified to the Play Leader or their Deputy. A search will be arranged for any missing child or adult;
- staff will take the register and 'grab bag' and exit the building with all of the children, taking the safest route possible;
- staff and children will assemble at the evacuation point and ask the children to sit down or line up at the wall. A member of staff will stay with the children at all times;
- staff will contact the relevant emergency service;
- no one will return to the Leigh Building until the Play Leader or their Deputy have given the all clear

In the case of a real fire or need to evacuate the Leigh Building, parents/carers will be contacted via their emergency contact number, and asked to collect their child/children immediately. All children will be supervised until they have been collected.

Premises evacuation/emergency plan

If it is necessary to evacuate the school grounds, St Joseph's Catholic Primary School has an arrangement with Nympsfield Village Hall.

If an evacuation of the school grounds is still in operation at collection time, Out of School Club staff will contact parents/carers via their emergency contact number to advise them of collection arrangements.

Recording of all incidents/major incidents

All incidents are recorded – the following information is collected:

- date(s);
- times;
- details of the incident;
- names of anybody involved and action taken.

The Play Leader and their Deputy will make a decision as to the severity of the incident and if applicable, will report the incident to OFSTED within 14 days, and review this policy.

If we are involved in a major incident we will attempt to take the following steps to protect children to the best of our ability:

- remain calm at all times.

Monitoring and Review

This policy will be monitored by the Committee at least annually, by receiving a report from the Designated Safeguarding Lead.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023