



## **Colyton Caterpillars Early Education Early Years Major Incident Policy**

This policy was agreed by trustees/staff:	
Date of last review:	March 2026
Date of next review:	March 2027
Reviewed by:	K.Clode

### **1. Purpose**

This policy outlines the procedures to follow in the event of a major incident to ensure the safety, wellbeing, and protection of all children, staff, and visitors within the nursery.

### **2. Definition of a Major Incident**

A major incident is any event that poses a serious risk to health, safety, or the operation of the nursery. This may include (but is not limited to):

- Fire or explosion
- Gas leak
- Severe weather (e.g., flooding, storm damage)
- Intruder or security threat
- Missing child
- Serious injury or medical emergency
- Utility failure (power, water, heating)
- Local emergency requiring lockdown or evacuation

### **3. Responsibilities**

- Manager/Deputy: Lead response, contact emergency services, oversee evacuation or lockdown.
- Staff: Follow procedures, supervise children, ensure registers are taken.
- Designated Safeguarding Lead (DSL): Manage safeguarding concerns and communication with authorities.

### **4. General Safety Principles**

- Remain calm and reassure children.
- Prioritise children's safety at all times.
- Follow instructions from the manager or emergency services.
- Do not take unnecessary risks.
- Ensure all children are accounted for at all times.

## **5. Evacuation Procedure (e.g., Fire or Immediate Danger)**

1. Raise the alarm immediately.
2. Staff escort children calmly to the nearest safe exit.
3. Do not stop to collect personal belongings.
4. Close doors behind you if safe to do so.
5. Proceed to the designated assembly point.
6. Room leaders take registers and headcounts.
7. Report missing persons immediately to the manager/emergency services.
8. Do not re-enter the building until declared safe.

Assembly Point: Football club external area

Backup Assembly Point: Inside football club

## **6. Lockdown Procedure (e.g., Intruder or External Threat)**

1. Secure all doors and windows immediately.
2. Move children to a safe, quiet area away from visibility.
3. Turn off lights and remain silent.
4. Do not open doors for anyone unless verified by authorities.
5. Contact emergency services if not already done.
6. Remain in lockdown until the “all clear” is given.

## **7. Missing Child Procedure**

1. Alert all staff immediately.
2. Conduct a thorough search of the premises and outdoor areas.
3. Contact the police if the child is not found within a short timeframe.
4. Inform parents/carers.
5. Record the incident and follow safeguarding procedures.

## **8. Medical Emergency**

1. Call emergency services if required.
2. A qualified first aider administers first aid.
3. Another staff member supervises remaining children.
4. Inform parents/carers as soon as possible.
5. Record the incident in the accident log.

## **9. Communication**

- Emergency services: Dial 999
- Parents/carers will be contacted as soon as it is safe to do so.
- Ofsted and relevant authorities will be notified where required.
- Maintain clear, accurate records of the incident.

## **10. Equipment and Preparedness**

- Fire extinguishers and alarms maintained and regularly checked
- First aid kits fully stocked
- Emergency contact lists accessible
- Grab bag (register, contacts, essentials) ready for evacuation
- Regular risk assessments conducted

## **11. Training and Drills**

- Fire drills conducted at least once per term
- Staff trained in evacuation and lockdown procedures
- First aid training kept up to date
- Policy reviewed annually or after any incident

## **12. After the Incident**

- Ensure all children and staff are safe and supported
- Inform parents/carers fully
- Complete incident reports
- Review procedures and implement improvements
- Provide emotional support where needed