



## Accidents, Incidents and Emergencies

Our priority is to maintain safety and security for all children and staff. Our premises meet the statutory requirements of the EYFS - Suitable Premises and we review, update and practice safety routines. Risk assessments, Health and Safety policies and near miss logs are reviewed regularly.

All staff are qualified Paediatric first aiders as a requirement of our registration and have permissions completed by all parents of children within the setting to receive emergency treatment if necessary. Adult first aid will be provided by an appointed First Aid at Work trained manager and recorded in the setting accident book.

In the event of emergency - the nominated first aider will assess and deal with the initial incident and make all persons involved comfortable to:

- a. Preserve life
- b. Promote recovery
- c. Limit the effects of any injury

If deemed necessary, we will call 999 for further medical assistance and contact parents/carers of the child, and emergency contact for a member of staff.

Incident/accident report forms are completed via our online Family app. This requires a parent's acknowledgment. Accident/Incident forms include:

- Child's Name
- Child's DOB
- Date and time of accident/incident
- Details of accident/incident
- First aid treatment provided
- Staff name and signature
- Witness name and signature (if applicable)
- Parent/Carer acknowledgment

Should for any reason a parent has not acknowledged a form on collection of your child you will be informed and asked to acknowledge before leaving the premises.

If a child suffers a head injury or an injury the nursery manager deems to be serious but not requiring emergency services, we will call the parent to inform them before collection. Accidents or injuries caused by other children e.g. biting will be recorded using an accident form for the child bitten and an incident form for the child biting to ensure they are logged and monitored to prevent recurrence. Please see our Behaviour Policy for more information or speak to the setting SENCO.

If hospitalisation is required overnight, we will notify Ofsted within 14 days of the incident. Furthermore, we follow Ofsted guidance on what incidents, accidents and occurrences should be reported to them.



### Lock Down

Bright Eyes recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown of the nursery may take place when there is perceived risk of threat.

Some of these threats can include an unauthorised person, a person of danger (including current parents) or a danger in the environment such as poisonous fumes.

A lockdown will be initiated by senior staff only calling 'Lock down, lock down, lock down'. A message will be put on Family if possible and the intercoms pressed on all phones. If outside "Sallys here" will be called loudly. Senior staff will lock the front door if possible and call 999. This will be regularly practised with all staff.

If a lockdown is initiated all staff are to follow the CLOSE procedure:

Close all windows and doors. (Safely bring children indoors if playing outside)

Lock all windows and doors. (Merge age groups into the same room if needed)

Out of sight and minimise movement. (Try to keep away from windows and doors)

Stay silent and avoid drawing any attention. (Take a headcount and alert senior staff if a child is missing)

Endure until you are told otherwise. (Keep children calm and engaged until alerted by the emergency services or management)

Each Lockdown situation will be assessed individually, a decision will be made whether to stay in the building or to use an exit as a means of escape. If it is decided to leave the building during a lockdown situation the children and staff will make their way to the nearest place of safety. These are Biscovey School, The local shop or the Four lords pub. Depending if the school is open and which way the threat is coming from.

In the event of a lockdown, a message similar to the below will be created and sent via our online Family app as soon as possible. "Due to an ongoing incident at the nursery, we have been advised by the emergency services to secure the premises and stay where we are until further instructions are given. Please do not attempt to collect your child until it is safe to do so, we will contact you immediately when we have an update. We need to try and keep our phone lines clear and would appreciate your cooperation with this"

If a threat is made to staff or children offsite the security alarm connected to the offsite first aid bag will be pulled, and a staff member is to call 999. If safe to do so the group are to make their way back to the nursery or the nearest safest place.

### Emergency Evacuation

An emergency evacuation will take place in the event of a fire, flood, a major electrical fault or a bomb or terrorist threat.

The emergency evacuation will follow the same procedure as our fire evacuation plan and these are clearly displayed in all rooms and practiced monthly.

Electrical checks are carried out daily and tested annually.

Bomb/terror threats will be treated as any other evacuation and managers will set up a safe zone at Biscovey school away from the main building until children are collected.

Water leaks/floods - senior team will locate the water stop clock situated in the Pre-school toilets and turn the water off.

All staff are responsible for contacting emergency services and ensuring all children leave the building safely and are accounted for.

When possible, a phone or tablet is needed to be collected to allow access to Family.

Senior team/fire wardens will give instructions when possible and assist where needed, setting up a secure area for the children.

Parents will be called to collect their children from the secure area when safe.

All emergency evacuations are to be recorded in the fire Safety folder.



### Emergency Closure

We will endeavour to provide care for your child for the days and times agreed as per your child's contract. However, there may be unforeseen circumstances that result in the necessary closure of the nursery. Such circumstances may include outbreaks of diseases or illnesses, loss of services such as electric, water or heating. Flood or fire. A lockdown situation, a medical emergency or adverse weather.

If we need to close unexpectedly, we will put out a message on family and call parent's individually to advise them to collect their child immediately.

### Adverse Weather

The safety of our children, staff and families is of the utmost importance to us. We will endeavour to remain open where possible during bad weather condition, however this will depend on several circumstances.

If severe weather is predicted, we may have to make the decision to close the nursery. In this case a notice will be sent to all parents via Family and our social media outlets.

If the nursery makes the decision to stay open during severe weather, we will aim to operate as normal for as long as it is safe to do so. This will depend on staffing levels, so we continue to meet the legal ratio requirements. If staffing levels are short at the time of opening, places will be offered on a first come first served basis. Every effort will be made to correct staffing levels with our sister settings and our supply team.

If the severity of the weather changes during the day or new weather warnings are put into place management will make the final decision whether the nursery is to continue to stay open. We reserve the right to close early during weather warnings and severe weather to ensure all children and staff can return home safely.

If severe weather continues and staffing ratios allow, members of the team will be sent home in order of travelling distance and/or personal circumstances.

Charges associated with adverse weather are set out in your child's terms and conditions.

Policy Reviewed: September 2025

Signed By: Nursery Manager