



Quackers After School Club

Critical Incident Policy

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

Every effort is made to ensure the safety of all children in the care of Quackers After School Club (see Safety Policy: Appendix 1: Supervision). In the unlikely event of a critical incident occurring. The following actions will be taken:

- The Club Manager will be required to ensure that all the children are sufficiently supervised and secure, engaged in a whole group activity such as singing or a story. The Club Manager will count and name checks all the children present against the register
- If necessary the evacuation procedure will be followed as directed by the Club Manager.

The Club Manager will contact the following as applicable:

- Emergency services
- Family members of children/adults involved
- Rucstall Primary School – 01256 466524
- The Committee Chair
- The EECU office – 01962 813887.

In the event that a child has gone missing a thorough search will be carried out of the building, widening until the child is found.

If the incident requires that children need to be collected from the Club, the Club Manager will contact all parents by phone.

Once the immediate issues have been dealt with the Club Manager will inform the following:

- Ofsted – 0300 1231231
- Local Social Care - 0845 6035620
- The PLA – 0207 6972500
- The Insurance Company – 02076972585.

Any subsequent action that needs to be taken should include:

- Updating and debriefing staff
- Providing a written report of the incident including a policy and procedure review
- Considering counseling as necessary.

Quackers After School Club

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY43482 Charity Registration: 1132767



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Issue C

Signed on behalf of Quackers After School Club: _____

Position: _____