



Title	Exceptional Circumstances and Critical Incident Plan
Code	LGPGOH&SECCIP
Author	J.Tossi
Version	002
To be reviewed	APRIL 2011
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Procedure

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as: accidental damage or vandalism to the setting making it unfit for purpose; failure in supply of services (water, sewerage, electricity and gas), gas heaters failing safety testing or causing concern; closure of the Linton Village College site by it's governing body or Cambridgeshire County Council; advice from Health Officials or other agencies; inadequate practitioner :child ratio due to illness.

Other circumstances may also include extreme or adverse weather conditions such as snow, flood or storm.

Linton Granta Playgroup will not open in breach of its tenancy agreement with Linton Village College or its registration with OFSTED.

A critical incident is defined as: a fatal or serious incident or accident involving a child, practitioner or any other person in the setting; evacuation due to fire, threat of terrorism or intrusion; damage or threat of damage to the building making it unfit for purpose.

We must meet the following criteria:

- The requirements of OFSTED and our insurers
- The number of children expected in
- The number of appropriately qualified staff available
- The age and specific need of each child expected in
- Our ability to safe guard the children in our care in the event of a critical incident
- The physical environment of our setting (risk assessment)
- The advice of other professionals, Government Agencies or the County Council.

Unexpected closure before a session:

On discovering that a scheduled session is not able to run, the following procedure will start:

Step 1

Any member of staff may inform the pre-school leader and an executive from the Committee.

Step 2

The Leader on the day will meet and/or contact the deputy if necessary.

The deputy will go to (or stay at) the site **if safe to do so** to advise any families that arrive and to display the "**Unexpected closure**" poster on the front door.

The pre-school leader on the day will contact an executive officer and the admissions officer.

Step 3.a

The chair (or executive officer) is responsible for contacting all staff members, and informing OFSTED and the insurance company and contact the Bursar at Linton Village College.

Step 3.b

The pre-school leader and admissions officer will begin to telephone families at home

Step 4

After the event has been resolved any interested parties such as parents, practitioners, committee members, the insurance company, OFSTED, RIDDOR and Linton Village College will be informed in writing of the event by the chair and supervising practitioner, ideally within 48 hours.

A written report will be kept in the Incidents folder at the setting.

Unexpected closure during a session:

If necessary, children will be evacuated to a place of safety as per evacuation plan. The procedure for unexpected closure before a session then applies from the beginning of this document.

Parents/guardians will be telephoned and told to collect their children from an agreed location as soon as practicable.

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	27 th April 2010	
Date to be reviewed	April 2011	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Vanessa Webb	Alison Livermore
Role of signatory	Chair	Secretary