LITTLE ACORNS MONTESSORI

Ascot | Bracknell | Crowthorne

SAFETY, SECURITY & CRITICAL INCIDENT POLICY SUITE

Compliant with the EYFS Statutory Framework (DfE, September 2025) Working Together to Safeguard Children (DfE, December 2023)

This document contains the following policies:

- Policy 1 – Children's Safety and Security Policy
- Policy 2 – Supervision of Visitors Policy
- Policy 3 – Critical Incident Response Policy

POLICY 1: CHILDREN'S SAFETY AND SECURITY

Children's Safety & Security	1.0	June 2026	June 2027	Jonathan Duffy

1. Policy Statement

Little Acorns Montessori is committed to providing a safe, secure and nurturing environment for every child in our care. We recognise that the safety and security of our premises, environment and equipment is a statutory requirement under the Early Years Foundation Stage (EYFS) Statutory Framework (DfE, 2025), effective 1 September 2025. The safety of children is paramount and takes precedence over all other considerations.

This policy applies to all staff, volunteers, students on placement, parents, carers and visitors at all three of our nursery sites in Ascot, Bracknell and Crowthorne.

2. Statutory Framework

This policy fulfils requirements set out in the following legislation and statutory guidance: • EYFS Statutory Framework for Group and School-Based Providers (DfE, September 2025) – Section 3, specifically paragraphs 3.4, 3.5, 3.29–3.31, 3.34–3.37, 3.62–3.78 (Safety and Suitability of Premises, Environment and Equipment).

- The Childcare Act 2006 – Section 39(1)(b), giving legal force to the EYFS safeguarding and welfare requirements via the Early Years Foundation Stage (Welfare Requirements) Regulations 2012.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999 – requiring suitable and sufficient risk assessments.
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002. • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. • Working Together to Safeguard Children (DfE, December 2026)
- Safeguarding Vulnerable Groups Act 2006.

3. Roles and Responsibilities

Role	Name	Contact
Designated Officer / Nominated Individual	Jonathan Duffy	All Campuses
Designated Safeguarding Lead (DSL)	Elaine Eastham (Manager)	Ascot Campus
Designated Safeguarding Lead (DSL)	Agata Payne (Manager)	Bracknell Campus
Designated Safeguarding Lead (DSL)	Emma Gray (Manager)	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Jessica McGrath/Katy Cooly (Deputy Manager)	Ascot Campus
Deputy Designated Safeguarding Lead (DDSL)	Joanne Broughton (Deputy Manager)	Bracknell Campus

Deputy Designated Safeguarding Lead (DDSL)	Martine Loveridge (Deputy Manager)	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Kira King	Crowthorne Campus (in the absence of Emma and Martine)

3.1 The Manager / Registered Person

- Must ensure the premises are fit for purpose, safe, secure and suitable for the age and developmental stage of children at all times.
- Must ensure all safety and security procedures are implemented, reviewed annually and following any incident.
- Must ensure all risk assessments are completed, recorded and acted upon. • Must notify Ofsted of any significant changes to the premises or any serious incident under the EYFS notification requirements.
- Must ensure adequate insurance is in place.

3.2 The Designated Safeguarding Lead (DSL)

- Leads on all matters relating to children's safety and security, liaising with the manager and external agencies as required.
- Ensures all staff understand and implement this policy.
- Reviews and updates this policy at least annually, or sooner following any incident or change in legislation.

3.3 Deputy DSL

[INSERT DEPUTY DSL NAME AND CONTACT DETAILS]

- Acts in full authority in the absence of the DSL.

3.4 All Staff

- Must read, understand and implement this policy on induction and following every review. • Must report any safety concern or hazard to the manager or DSL immediately. • Must never leave children unsupervised.
- Must remain vigilant to unauthorised access to the premises at all times.
- Must complete health and safety and safeguarding training as directed.

3.5 Parents and Carers

- Must follow all site security procedures, including signing in/out and gate/door security protocols.
- Must inform the nursery immediately of any change to authorised collection arrangements or any known security threat.
- Must not allow unknown individuals to enter the premises when accessing or leaving the building.

3.6 Safer Recruitment

In accordance with the EYFS Statutory Framework (DfE, 2025), Little Acorns Montessori's safeguarding arrangements include procedures to ensure that only suitable individuals are recruited to work with children.

- Written references must be sought and verified for every new member of staff, volunteer and student on placement **before** they commence their role. References must not be accepted verbally and must not be followed up retrospectively.

● An enhanced DBS certificate must be obtained and confirmed as satisfactory before any member of staff, volunteer or student works unsupervised with children. No individual may have unsupervised access to children while a DBS check is outstanding.
● The manager (Nominated Individual) is responsible for ensuring all recruitment checks are completed, recorded and held on the individual's personnel file before commencement. ● Where any concern arises during the recruitment process about an individual's suitability, the manager must consult the DSL before proceeding. If in doubt, the individual must not be appointed.
● These requirements apply to all three sites and to all roles, including temporary, bank and agency staff.

For further detail see Safer Recruitment policy.

4. Premises Security Procedures

4.1 Access Control – Daily Opening

• A named member of staff (keyholde) must arrive first and conduct a full walk-round check of all indoor and outdoor areas before children are admitted.

• All entrances, gates and fencing must be inspected for damage or tampering. • All internal gates, stair gates and room barriers must be confirmed operational. • Any defect must be reported to the manager immediately. Entry to an affected area must be prevented until the defect is made safe.

4.2 Access Control – During the Session

• All external doors must be kept locked or closed when not in active use.

• The main entry door must be fitted with a secure coded keypad or equivalent access control system. Codes must be changed at least every six months or immediately upon the departure of a member of staff.

• All visitors (including contractors and parents) must sign in and out via the visitor register kept at reception. See also the Supervision of Visitors Policy (Policy 2).

• Children must never be released to an unauthorised individual. Staff must verify identity and check against the child's authorised collection list before releasing any child. Verbal passwords (agreed with parents at registration) must be used when an unknown authorised person presents for collection.

• Where a legal restriction on access exists (e.g. a court order), a copy must be held securely on the child's file. Staff must be briefed on a need-to-know basis. The police must be contacted if the restricted individual attempts access.

4.3 Outdoor Spaces

• All outdoor play areas must be fully enclosed with fencing of appropriate height (minimum 1.2 metres) that cannot be easily climbed by young children.

• All external gates must be self-closing and lockable. Gates must remain locked when not in supervised use.

• A headcount must be conducted each time children move between indoor and outdoor areas. • Staff must be positioned to maintain visual supervision of the entire outdoor area at all times. • The outdoor area must be inspected each morning before children use it, and after any period of adverse weather, for hazards including animal fouling, sharp objects and unstable surfaces.

4.4 Child Headcounts

• A formal headcount must be conducted: at the start of every session; at each transition between areas; at the start and end of outdoor play; at mealtimes; and at collection time. • Headcount results must be recorded in the daily register, cross-referenced against the session attendance list.

• Any discrepancy must be acted upon immediately under the Missing Child Procedure (see Section 5).

4.5 Equipment and Environment Safety

- All furniture, fixtures and play equipment must be age-appropriate and free from sharp edges, splinters, loose parts or toxic finishes.
- All equipment must meet applicable British Standards (BS EN) or relevant safety standards. • Equipment must be inspected before each use. Damaged items must be removed from use immediately, labelled and either repaired or disposed of.
- Indoor floor space must meet the minimum EYFS requirements: 2.5 square metres per child in the main playroom for children aged under two; 2.3 square metres for children aged two to five.
- Outdoor space must be sufficient for the number and age of children using it. • All cleaning materials, medicines, sharp implements and hazardous substances must be stored in locked cupboards that are inaccessible to children.
- Hot liquids must never be consumed in areas where children are present. Hot beverages in staff areas must be covered and placed out of reach of children at all times.
- Socket covers must be used in all areas accessible to children under five.

4.6 Sleep Safety

- Sleeping children must be checked frequently. A sleeping child must never be left without a member of staff within sight or hearing.
- Sleep checks must be recorded at regular intervals (minimum every ten minutes) in the sleep monitoring record.
- Sleep environments must comply with current safe sleep guidance (NHS Lullaby Trust guidance should be followed as best practice).
- Cot mattresses must be firm, flat and waterproof. No soft bedding, pillows or toys must be placed in the sleep space.

4.7 Risk Assessment

- A written risk assessment must be completed for the indoor environment, outdoor environment, outings and off-site activities, and any new activity or equipment. • Risk assessments must be reviewed at least annually, or immediately following an incident, near-miss or change to the environment.
- All risk assessments must be signed, dated and stored in the Health and Safety file. • Staff must be briefed on relevant risk assessments. A signature to confirm understanding must be obtained and filed.

4.8 Unexplained and Prolonged Absence

In accordance with the EYFS Statutory Framework (DfE, 2025), Little Acorns Montessori must follow up any child absence that is unexplained or prolonged, as this may indicate a safeguarding concern.

- If a child does not attend a session and no contact has been received from the parent or carer, the key person or room leader must attempt to contact the family on the same day, before the end of the session.
- If no satisfactory explanation is received within 24 hours, the matter must be escalated to the DSL.
- If a child is absent for three or more consecutive sessions without explanation, or where the explanation given does not satisfactorily account for the absence, the DSL must assess whether a referral to the Bracknell Forest Multi-Agency Safeguarding Hub (MASH) is appropriate (telephone: 01344 352005; out of hours: 01344 351999).
- All follow-up attempts and their outcomes must be recorded in the child's daily record on the same day.
- Each child's registration record must hold a minimum of two emergency contact numbers. These must be verified at registration and reviewed at least annually, or whenever a change is notified by the family.

For more information see our Attendance Policy.

5. Missing Child Procedure

In the event that a child cannot be immediately located, the following steps must be taken in order: • The staff member who notices the child is missing must raise the alarm immediately with the room leader and manager.

• A full and immediate search of all indoor and outdoor areas must be conducted simultaneously by all available staff while maintaining safe supervision ratios for remaining children.

• Do not assume the child has simply moved to another area – conduct a full search. • If the child is not found within five minutes, the manager must call 999 (Police) immediately. Do not delay this call.

• The child's parent or carer must be notified as soon as practicable, and certainly before the media are involved.

• Ofsted must be notified as soon as reasonably practicable.

• A full written record of the incident must be completed on the same day.

• A critical incident debrief must be held with all staff involved within 24 hours.

For more information, see our Missing/Lost child policy

EYFS 2025 (para. 3.5): Providers must take all necessary steps to keep children safe and well.

6. Reporting and Recording

• All safety-related incidents, near-misses, damage and hazards must be recorded on the Incident/Hazard Report Form on the same day they occur.

• Forms are stored in the Health and Safety file, held securely in the manager's office at each site.

• RIDDOR-reportable incidents (e.g. fracture, hospitalisation, dangerous occurrence) must be reported to the Health and Safety Executive (HSE) via riddor.hse.gov.uk within the statutory timeframes.

• Ofsted must be notified without delay of any incident, accident or injury that requires the attendance of a health professional, or any event that affects the wellbeing of children. • Records must be retained for a minimum of three years (or, for records relating to a specific child, until the child's 21st birthday as per EYFS record retention guidance).

7. Training

• All staff must complete health and safety induction training before working unsupervised with children.

• All staff must complete paediatric first aid (PFA) training in line with EYFS 2025 Annex A requirements. At least one PFA-certificated practitioner must be on the premises and present during trips or outings at all times when children are in the setting's care.

• Staff must update PFA certificates every three years.

• Safeguarding and child protection training must be completed in accordance with EYFS 2025 Annex C requirements and the Bracknell Forest / Royal Borough of Windsor and Maidenhead Safeguarding Children Partnership guidance.

8. Policy Review

This policy must be reviewed at least annually by the DSL and manager. It must also be reviewed following:

• Any safety incident or near-miss on the premises.

• A change in EYFS or other relevant legislation.

• An Ofsted inspection finding.

• A change to the physical environment or routines.

11. Policy Sign Off

	Jonathan Duffy

	June 2026

Version 2.0 | EYFS 2025 Compliant | CONFIDENTIALConfidential: Not for External Distribution
LITTLE ACORNS MONTESSORI | Safety, Security & Critical Incident Policy Suite

POLICY 2: SUPERVISION OF VISITORS

Supervision of Visitors	1.0	June 2026	June 2027	Jonathan Duffy

1. Policy Statement

Little Acorns Montessori recognises that controlling and supervising access to our premises by visitors is essential to keeping children safe. Unrestricted or unsupervised visitor access presents a risk to the welfare and safety of children in our care. This policy sets out the procedures all staff must follow to manage visitor access safely and proportionately at our Ascot, Bracknell and Crowthorne sites. This policy applies to all individuals who are not employees of the nursery, including: contractors, maintenance workers, external professionals (e.g. speech and language therapists, health visitors, Ofsted inspectors), prospective parents, volunteers, students on placement and any other member of the public.

2. Statutory Framework

- EYFS Statutory Framework (DfE, 2025) – Section 3, specifically paragraphs 3.4–3.5 (safeguarding obligations), 3.9–3.18 (suitable people and DBS obligations), and 3.62–3.78 (safety and suitability of premises).
- Childcare Act 2006 – Section 39(1)(b).
- Early Years Foundation Stage (Welfare Requirements) Regulations 2012. •

Working Together to Safeguard Children (DfE, December 2026)

- Safeguarding Vulnerable Groups Act 2006.
- The Terrorism (Protection of Premises) Act 2025 – providers should be aware of this Act and consider proportionate security measures for public premises.
- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 – regarding the processing of visitors' personal data.

3. Roles and Responsibilities

Role	Name	Contact
Designated Officer / Nominated Individual	Jonathan Duffy	All Campuses

Designated Safeguarding Lead (DSL)	Elaine Eastham(Manager)	Ascot Campus
Designated Safeguarding Lead (DSL)	Agata Payne (Manager)	Bracknell Campus
Designated Safeguarding Lead (DSL)	Emma Gray (Manager)	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Jessica McGrath/Katy Cooly (Deputy Manager)	Ascot Campus
Deputy Designated Safeguarding Lead (DDSL) Deputy Designated Safeguarding Lead (DDSL)	Joanne Broughton (Deputy Manager) Martine Loveridge (Deputy Manager)	Bracknell Campus Crowthorne Campus

Deputy Designated Safeguarding Lead (DDSL)	Kira King	Crowthorne Campus (in the absence of Emma and Martine)
Bracknell Forest Children's Social Care (MASH)	Multi-Agency Safeguarding Hub	01344 352005
Bracknell Forest Children's Social Care — Out of Hours	Emergency Duty Team	01344 351999
Thames Valley Police	Emergency	999
Thames Valley Police	Non-emergency	101
Ofsted	Serious incident notification	0300 123 1231
Insurance Provider	Morton Michel	PGP2022083

3.1 The Manager

• Must ensure this policy is implemented consistently across all three sites. • Must maintain a current list of approved regular contractors and professionals. • Must ensure the visitor sign-in system is operational and records are maintained. • Must review DBS and identity verification arrangements for regular visitors.

3.2 Designated Safeguarding Lead (DSL)

- Must be notified of any concern relating to a visitor's behaviour, identity or conduct without delay.
- Must take the lead in any situation where a visitor's behaviour poses a potential risk to children.

3.3 All Staff

• Must challenge any unknown individual on the premises immediately and politely. • Must never leave a visitor alone with children under any circumstances.

- Must follow the procedures set out in this policy without exception.
- Must report any concern about a visitor to the manager or DSL immediately.

4. Visitor Categories

For the purposes of this policy, visitors are classified as follows:

- Category A – Known and DBS-checked professionals: individuals with a current, verified enhanced DBS certificate (e.g. health visitors, Portage workers, speech and language therapists, Ofsted inspectors). These individuals may work directly with children but must still sign in and be accompanied when first attending.
- Category B – Regular contractors and maintenance workers: individuals who attend regularly for a known, scheduled purpose (e.g. cleaning contractors, IT engineers, kitchen suppliers). Must hold an enhanced DBS certificate if they will have unsupervised access to areas used by children when children are present. If no DBS is held, they must never be unsupervised in any area where children are present or could be present.
- Category C – Prospective parents, general visitors and others: individuals with no DBS check. Must be accompanied by a member of staff at all times. Must never have access to children.

5. Visitor Procedures

5.1 Before the Visit

- All visits, including those from contractors, must be pre-arranged and notified to the manager in advance wherever possible.
- For Category A and B visitors, identity and DBS verification must be confirmed before the visit, or on the day of the first visit, and recorded.

- The manager must designate a named member of staff to receive and accompany each visitor before their arrival.

5.2 On Arrival

- Every visitor must be greeted at the door immediately on arrival. Staff must not allow visitors to proceed past the door unaccompanied.
- Staff must ask the visitor to produce photographic identification (e.g. a professional identity badge, driving licence or passport). The identification must be checked.
- The member of staff receiving the visitor must explain the following before the visitor enters the setting:
  - The nursery's mobile phone and photography policy. Personal mobile phones must be switched to silent and may not be used to photograph or record within the setting. ○ The location of emergency exits and fire assembly points.
  - The procedure for reporting a concern or emergency during the visit.

5.3 During the Visit

- Category A visitors working directly with a specific child or group of children must be accompanied by a key person or room leader at all times, or must be within sight and hearing of a member of staff.
- Category B contractors must be escorted to their work area and must not have access to areas where children are present unless a DBS check is in place. Wherever possible, contractor visits should be arranged outside of session hours.
- Category C visitors must be accompanied by a member of staff at all times. They must not enter any room where children are present without specific prior agreement from the manager.
- No visitor of any category must be left alone with a child or group of children under any circumstances.
- If any visitor's behaviour gives cause for concern, the member of staff present must inform the manager or DSL immediately. If necessary, the visitor must be politely asked to wait in the reception area.

5.4 On Departure

- The member of staff accompanying the visitor must escort them to the exit. • The visitor must sign out of the Visitor Register, recording the time of departure. • The member of staff must

confirm that all areas previously accessed by the visitor are safe and secure.

6. Unannounced and Unexpected Visitors

- Any individual who arrives without a prior appointment must not be admitted beyond the door area until the purpose of the visit has been established and the manager has approved their entry.
- Ofsted inspectors and other authorised regulatory officials have the right of entry under statute. The manager must request and check their identification before admitting them. • If a visitor refuses to provide identification or becomes aggressive, staff must remain calm and polite, not admit the individual, and contact the manager or DSL immediately. If there is a risk to the safety of staff or children, the police must be called via 999.
- See also Policy 3 (Critical Incident Response) if an uninvited person gains access to the premises.

7. Volunteers and Students on Placement

- All volunteers and students on placement who will have any contact with children must hold a current enhanced DBS certificate before commencing placement. They must not begin until the DBS result has been confirmed as satisfactory.
- All volunteers and students must be inducted and must read and sign this policy before working in the setting.

- Students on placement must be supervised in line with their placement agreement and the EYFS requirement that new practitioners are not counted in ratios until their suitability has been confirmed.

8. Visitor Register

The Visitor Register must be:

- Maintained at each site's door area.
- Completed fully for every visitor on every visit.
- Retained for a minimum of three years.
- Available for inspection by Ofsted on request.

Visitor data is processed in accordance with the nursery's Privacy Notice and UK GDPR. Visitor records will not be shared with third parties except where required by law or safeguarding obligations.

9. Reporting

Any incident relating to a visitor that raises a safeguarding concern must be reported to the DSL without delay and recorded on the nursery's Incident Report Form. Where the concern meets the threshold for referral, the DSL must contact the relevant Local Authority Designated Officer (LADO) or children's social care.

10. Policy Review

This policy must be reviewed at least annually.

11. Policy Sign Off

	Jonathan Duffy

	June 2026

POLICY 3: CRITICAL INCIDENT RESPONSE

Critical Incident Response	1.0	June 2026	June 2027	Jonathan Duffy

1. Policy Statement

Little Acorns Montessori acknowledges that critical incidents can occur in any setting. This policy ensures that staff have clear, step-by-step procedures to follow in the event of a critical incident, so that the safety of children, staff and visitors is protected, the impact of the incident is minimised, and appropriate regulatory notifications are made without delay.

A critical incident is defined for the purposes of this policy as any event that: threatens or causes significant harm to a child, member of staff or visitor; requires emergency services; requires the immediate closure or partial closure of the nursery; or is likely to attract media attention or constitute a notifiable event to Ofsted.

This policy covers the following critical incident types:

- Fire and evacuation.
- Gas leak or loss of utilities.
- Intruder / unauthorised entry to the premises.
- Bomb threat or suspected explosive device.
- Serious accident, injury or medical emergency (child or adult).
- Missing child (also addressed in Policy 1).
- Serious safeguarding allegation against a staff member.
- Death on the premises.
- Significant structural damage or flooding.

2. Statutory Framework

- EYFS Statutory Framework (DfE, 2025) – Section 3, paragraphs 3.4–3.5 (provider duty to take all necessary steps to keep children safe and well); paragraphs 3.62–3.78 (safety of premises and environment); and the notification requirements set out in Section 3. • Childcare Act 2006.
- Early Years Foundation Stage (Welfare Requirements) Regulations 2012 – Regulation 12 (offence to fail to comply with a welfare requirements notice).
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. • Working Together to Safeguard Children (DfE, December 2026)
- The Terrorism (Protection of Premises) Act 2025.

3. Roles and Responsibilities

Role	Name	Contact
Designated Officer / Nominated Individual	Jonathan Duffy	All Campuses
Designated Safeguarding Lead (DSL)	Elaine Eastham (Manager)	Ascot Campus
Designated Safeguarding Lead (DSL)	Agata Payne (Manager)	Bracknell Campus

Designated Safeguarding Lead (DSL)	Emma Gray (Manager)	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Jessica McGrath/Katy Cooly (Deputy Manager)	Ascot Campus
Deputy Designated Safeguarding Lead (DDSL)	Joanne Broughton (Deputy Manager)	Bracknell Campus
Deputy Designated Safeguarding Lead (DDSL)	Martine Loveridge (Deputy Manager)	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Kira King	Crowthorne Campus (in the absence of Emma and Martine)

3.1 Incident Lead

For any critical incident, the most senior member of staff present at the time of the incident takes on the role of Incident Lead. This is normally the nursery manager or, in their absence, the deputy/room leader. The Incident Lead is responsible for coordinating the response until the manager or DSL arrives.

3.2 The Manager

• Must be notified of any critical incident immediately, even outside of working hours. • Must make all required Ofsted notifications.

• Must liaise with emergency services, parents and the media (via a controlled statement only). • Must ensure the critical incident log is completed.

3.3 Designated Safeguarding Lead (DSL)

• Must lead on any critical incident with a safeguarding dimension.

• Must liaise with the Local Authority Designated Officer (LADO) and children's social care where required.

3.4 All Staff

• Must follow the Incident Lead's instructions without delay.

• Must prioritise the safety of children at all times.

• Must not speak to the media or post anything on social media relating to the incident. • Must complete a written personal account of events as soon as reasonably practicable after the incident.

4. General Critical Incident Procedure

The following sequence applies to all critical incidents. Scenario-specific procedures are set out in Section 5.

• Step 1 – Assess: The Incident Lead must assess the nature and severity of the incident immediately.

• Step 2 – Alert: The Incident Lead must alert all staff on the premises immediately using the agreed alert signal.

• Step 3 – Protect: All children must be moved to a place of safety without delay. Maintain ratios. Account for every child.

• Step 4 – Call emergency services: The Incident Lead or a designated member of staff must call 999 if there is any risk to life, an intruder, a fire, a gas leak or a serious medical emergency.

• Step 5 – Notify the manager: The manager must be contacted immediately, even if they are not on site.

• Step 6 – Notify parents: Parents must be notified as soon as it is safe and practicable to do

so.

- Step 7 – Notify Ofsted: The manager must notify Ofsted without delay of any notifiable event (see Section 6).

- Step 8 – Record: A full written account must be completed by all relevant staff on the day of the incident.
- Step 9 – Review: A critical incident debrief must be held within 48 hours. The findings must inform a review of this policy and any relevant risk assessment.

5. Scenario-Specific Procedures

5.1 Fire and Emergency Evacuation

- On hearing the fire alarm (or discovering a fire), the Incident Lead must immediately instruct all staff to begin evacuation.
- All children must be escorted calmly and quickly to the designated fire assembly point. Use fire evacuation equipment (evacuation cots, sleds) for non-mobile children.
- Staff must take the session register and visitor sign-in book on exit.
- The building must not be re-entered until the fire service has declared it safe. •

A roll-call must be conducted at the assembly point against the register.

- Call 999 (Fire Service) immediately.
- The manager must be notified immediately.
- Fire evacuation drills must be conducted at least twice per year. Results must be recorded.

See Fire and Emergency Evacuation documents for more details.

5.2 Gas Leak or Loss of Utilities

- If a gas smell is detected, do not use any light switches or electrical equipment. •

Evacuate the building immediately using the fire evacuation procedure above. •

Call 105 (National Gas Emergency Service) from outside the building.

- Do not re-enter until the gas network operator has declared it safe.
- The manager must arrange alternative supervised childcare provision if the building cannot be used.

5.3 Intruder on the Premises

- If an unauthorised individual is seen on the premises, the first staff member to notice must alert a colleague immediately.
- A second staff member must witness the approach to the intruder. Do not approach alone. • The Incident Lead must approach the individual calmly and professionally, state that they are on private premises, and ask them to confirm their identity and the purpose of their visit. • If the individual refuses to identify themselves, behaves aggressively, or there is any concern for safety, do not confront them. Move all children and staff to a secure area, lock the connecting door if safe to do so, and call 999 immediately.
- Children must be kept calm. A circle time or story activity in a secure internal room should be used to minimise distress.
- Do not attempt to physically restrain the individual.
- Await the arrival of the police. Do not allow the individual to leave if this can be safely prevented, but do not endanger yourself or the children in doing so.
- After the incident: record all details, notify the manager, complete the Incident Report Form, and consider whether CCTV footage should be preserved for the police.

5.4 Bomb Threat or Suspicious Package

- If a bomb threat is received by telephone, the member of staff receiving the call must remain calm and attempt to keep the caller on the line. They must signal to a colleague to call 999 immediately.
- Note as much information as possible: exact words used; caller's voice, accent or background noise; time of call.
- Do not use mobile phones or electrical equipment near a suspicious package. •

Evacuate the building immediately, to a location at least 300 metres from the building.

• Call 999. Await police instructions. Do not re-enter the building.

Under the Terrorism (Protection of Premises) Act 2025, providers of qualifying premises have obligations to put protective security procedures in place. The manager must assess whether Little Acorns Montessori falls within the scope of this Act and take appropriate action.

5.5 Serious Accident, Injury or Medical Emergency

• The most qualified first aider on the premises must attend immediately. At least one paediatric first aider must be on the premises at all times.

• Call 999 if the injury or illness is life-threatening or the first aider has any doubt about severity. • Other children must be moved to an adjacent area under adequate supervision, away from the scene, whilst maintaining ratios.

• Do not move an injured child unless they are in immediate danger and it is safe to do so. • A parent or carer must be contacted without delay.

• A written accident record must be completed on the same day and signed by the parent at the earliest opportunity.

• RIDDOR reporting must be considered: a fracture or dislocation to a limb, loss of consciousness, hospitalisation for more than 24 hours, or any dangerous occurrence must be reported to the HSE via riddor.hse.gov.uk.

See our Major Accident Policy for more details.

5.6 Serious Safeguarding Allegation Against a Staff Member

• If an allegation is made or a concern arises that a member of staff has harmed a child or placed a child at risk of harm, the DSL must be notified immediately.

• The DSL must contact the Local Authority Designated Officer (LADO) for Bracknell Forest / Royal Borough of Windsor and Maidenhead within one working day, in accordance with Working Together to Safeguard Children 2023.

• The accused member of staff must be suspended from duty (with pay, unless contractually specified otherwise) pending investigation. This is a neutral act and does not imply guilt. • The DSL must preserve all evidence and records.

• Under EYFS 2025 (updated safer recruitment requirements), if a staff member is dismissed or leaves employment following concerns that they have harmed a child or put a child at risk, a referral to the Disclosure and Barring Service (DBS) must be made without delay. • The manager must notify Ofsted without delay.

• Staff must not discuss the matter with colleagues, parents or media.

• In managing any investigation, the DSL must apply anti-discriminatory and culturally informed practice in accordance with Working Together to Safeguard Children (DfE, March 2026). This includes actively considering whether the child concerned may be experiencing multiple or simultaneous harms — for example, abuse alongside domestic violence, neglect, or exploitation — and ensuring that any assessment or referral reflects that complexity. The DSL must also be alert to the ways in which racism, discrimination or a family's previous negative experiences of statutory services may affect engagement, and must ensure these factors are considered and recorded.

For more information see our Allegations Policy.

5.7 Death on the Premises

• Call 999 immediately.

• Do not move the body or disturb the scene unless directed to by the emergency services. • Move all children to a separate, supervised area immediately.

• Contact all parents as soon as practicable.

• The nursery must be closed until the police have released the scene.

- The manager must notify Ofsted without delay.
- Staff support (including access to counselling) must be arranged by the manager.

See our Death of a Child Policy for more Information.

6. Ofsted Notification Requirements

The manager must notify Ofsted without delay of the following events. 'Without delay' means as soon as reasonably practicable on the day of the incident, or as soon as it becomes known: • Serious accident or injury to a child in the setting's care requiring attendance by a health professional.

- Death of any child whilst in the nursery's care.
- Any allegation of abuse against a member of staff or volunteer.
- Any event that is likely to affect the suitability of the provider or any staff member to be registered.
- Any serious incident that adversely affects the children in the nursery's care. • A significant change to the premises (if it affects the suitability of the setting). Ofsted contact: 0300 123 1231 (national call centre). Notifications must subsequently be confirmed in writing.

7. Reporting and Recording

- All critical incidents must be recorded on the nursery's Critical Incident Report Form on the day they occur.
- The form must capture: the date, time and location of the incident; a factual description of events; names of all persons involved or present; action taken and by whom; notifications made (including to Ofsted, emergency services, LADO and parents); and follow-up actions.
- Completed forms are stored securely in the manager's office at each site. Forms must be retained for a minimum of three years.
- RIDDOR reports must be kept for a minimum of three years.
- Where a safeguarding element exists, records must be retained in line with the individual child's file requirements (minimum until the child's 21st birthday).

8. Business Continuity

- The manager must maintain an up-to-date Business Continuity Plan identifying alternative premises, emergency contact lists for all families and staff, and arrangements for informing regulatory bodies.
- The plan must be reviewed annually and following any critical incident.

9. Staff Training and Preparedness

- All staff must be briefed on this policy during induction.
- Fire evacuation drills must be conducted at least twice per year and the results recorded. • Lockdown or invacuation drills (for intruder/bomb threat scenarios) should be practised at least annually.
- All staff must hold a current paediatric first aid (PFA) certificate in line with EYFS 2025 Annex A requirements. PFA certificates must be renewed every three years.
- Safeguarding training must be completed in accordance with EYFS 2025 Annex C and local safeguarding partnership requirements.

See our staffing and Employment and Staff training and qualifications policy for more information.

10. Policy Review

This policy must be reviewed at least annually, and immediately following any critical incident, change in legislation or Ofsted requirement.

11. Policy Sign Off

	Jonathan Duffy

	June 2026

IMPORTANT: All three policies in this document (Children's Safety & Security; Supervision of Visitors; Critical Incident Response) must be read and signed by all staff on appointment and following each annual review. Signature records must be retained on staff personnel files.