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Castle Vale Nursery School's Critical Incident/Protective Security Plan

1. Purpose

Castle Vale Nursery School is committed to safeguarding all children, staff, visitors and volunteers by maintaining effective arrangements to prevent, prepare for, respond to and recover from critical incidents.

This policy sets out the procedures to be followed in the event of a serious incident that may threaten life, safety or wellbeing, and reflects the specific layout, access points and use of space within Castle Vale Nursery School.

2. Scope

This policy applies to:

- All staff and volunteers
- All children on roll
- Visitors and contractors
- All times the site is in use, including during events and extended provision

3. Definition of a Critical Incident

A critical incident is any event that significantly disrupts the normal operation of the nursery and poses a serious risk to safety, including but not limited to:

- Intruder or unauthorised person
- Violent or threatening behaviour
- Lockdown situations
- Fire, explosion or gas leak
- Bomb threat or suspicious package
- Missing child
- Serious injury or medical emergency
- Severe weather
- Death of a child, staff member or parent connected to the nursery
- Major incidents in the local community

Castle Vale Nursery School

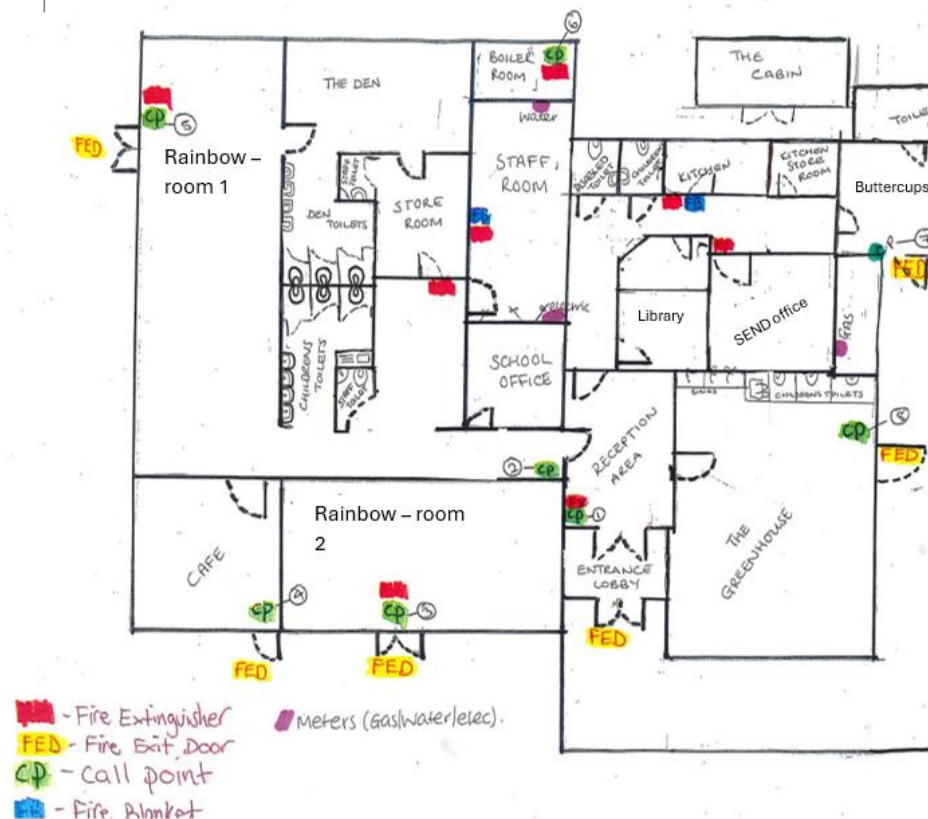
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4. Site Description (Castle Vale Nursery School)

Castle Vale Nursery School is a single-storey Maintained Nursery School consisting of interconnected learning and support spaces. External areas include: garden space and Forest School accessed by Rainbow Room 1 FED, free-flow outdoor provision accessed by Rainbow Room 2 FED, free-flow outdoor provision accessed by The Greenhouse FED, secure perimeter paths, 6 Fire Exit Doors and a staff car park with is a designated primary assembly point.



Assembly Point

Staff Car Park

5. Roles and Responsibilities

5.1 Incident Lead

Christina Meakin (Headteacher) is the Incident Lead and holds overall responsibility for protective security and emergency decision-making.

5.2 Deputy Incident Lead

Izzie Darby (Deputy Head) assumes this role in the absence of the Incident Lead.

5.3 All Staff

All staff are responsible for:

- Remaining vigilant
- Following this policy and staff instructions
- Maintaining calm supervision of children
- Immediately reporting concerns to the Incident Lead
- Calling 999 if there is an immediate risk to life

6. Preventative Security Measures

The nursery maintains a strong protective security culture through:

- Controlled access via the Reception / Entrance Lobby
- Locked doors once sessions begin
- Visitor sign-in and identification
- Supervision of arrival and collection times
- Regular safeguarding and security training
- Clear perimeter boundaries
- Fire exit doors used only when required

7. Lockdown Procedures

7.1 Lockdown Signal

The signal is:

The blow of a whistle with "three sharp short blasts".

When staff hear the whistle, they must secure their area.

In situations where the use of a whistle is not appropriate (e.g. when interacting with a parent at reception or at the gate), staff should use the agreed verbal code: 'Can you get me the red book?'

7.2 General Lockdown Actions

All staff must:

- Secure doors and windows where possible
- Close blinds if safe to do so
- Move children away from doors and external windows
- Keep children calm, quiet and reassured
- Remain in position until instructed by emergency services or the Incident Lead

No doors must be opened until it is declared safe.

7.3 Room-Specific Lockdown Arrangements

Rainbow room 1, Rainbow room 2, The Den

- Internal doors closed
- External fire exit doors secured
- Children gathered on internal wall sections away from exits

Café

- Internal door closed
- External fire exit door closed and secured
- Children seated on floor near internal walls

Greenhouse and Buttercups

- External fire exit door closed and secured
- Children gathered on internal wall sections away from exits

Children using outdoor areas or external learning space

Where children are using **any outdoor area or external learning space**

(including, but not limited to garden areas, free-flow outdoor provision, Forest School), the following procedures apply in the event of a lockdown or other serious incident:

- **Where it is safe to do so**, staff will immediately escort children back into the main nursery building via the nearest safe access point and secure doors behind them.
- **Where movement back into the main building is not safe or cannot be achieved**, staff will:
 - Secure external doors or gates where possible
 - Move children away from access points, boundaries, and glazing
 - Position children seated low to the ground
 - Maintain close supervision and provide calm reassurance using familiar, age-appropriate strategies

Staff must remain with the children at all times and must not reopen doors, gates or access points until instructed to do so by the Incident Lead or emergency services.

School Office

- Used as the incident coordination point unless unsafe
- Emergency calls made from this location where possible

8. Invacuation Procedures

Invacuation is used when there is a danger external to the building.

Actions include:

- Immediate return of all children indoors
- Securing all external doors
- Suspension of outdoor play
- Resumption of calm indoor routines

9. Evacuation Procedures

Evacuation is used when remaining in the building is unsafe.

9.1 Primary Assembly Point

- Staff Car Park

9.2 Evacuation Routes

- Staff lead children via the nearest safe fire exit door
- Routes correspond with the marked site plan

9.3 Staff Responsibilities

- Registers collected if safe
- Continuous headcounts maintained
- Children supervised closely at all times

10. Fire-Related Incidents

Fire alarm activation takes precedence unless staff are instructed otherwise by emergency services.

- Fire extinguishers and fire blankets are used only if safe to do so
- Gas shut-off points are located near the SEND office

11. Missing Child Procedures

In the event a child cannot be located:

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- Incident Lead informed immediately
- All exits secured

In the Greenhouse and Buttercups

Immediate search of:

- Toilets
- Outdoor areas

In Rainbow Rooms

- Store room
- The Staff Room
- Children's toilets
- The Den
- The Den toilets
- Outdoor Areas

Police contacted via 999 if the child is not quickly located

12. Bomb Threats and Suspicious Packages

- All threats are treated as real
- Suspicious items must not be touched
- Incident Lead informed immediately
- Police contacted via 999
- Staff follow emergency service instructions regarding evacuation or invacuation

13. Children with Additional Needs

Children with SEND or medical needs will:

- Be supported by their key person where possible
- Have access to calming spaces such as the Sensory Room
- Have medication included in grab bags where required

14. Grab Bags

Grab bags are stored in:

- The School Office

Contents include:

- Registers
- Emergency contacts
- First aid supplies

- Medication including emergency inhaler
- Water and wipes
- High visibility jackets
- Business Continuity Plan
- Inventory
- Copy of Site Plan including where electric meter, gas meter and water meter is located
- Emergency phone

15. Communication with Parents and Media

- Parents will only be contacted when it is safe to do so
- Parents must not attend site unless instructed
- Only the Headteacher or authorised person may speak to the media
- Staff must not post incident information on social media

16. Post-Incident Recovery

Following a critical incident the nursery will:

- Prioritise emotional wellbeing
- Restore routines as quickly as possible
- Provide reassurance through play and conversation
- Offer staff debriefs and support
- Review this policy and implement any learning

17. Training and Review

- All staff receive induction and refresher training on this policy
- The policy is reviewed annually
- Updates are made following incidents or site changes