



Clann Aire

Critical Incident Policy

Policy Statement:

Clondrohid Community Crèche, Pre-School and After School services are committed to safeguarding children, staff and parents within our centre. In the event of a critical incident within Clann Aire, our critical incident plan will be implemented.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, The Safety, Health and Welfare at Work Act (2005) and the Tusla Early Years Inspectorate Quality and Regulatory Framework.

According to the Safety, Health and Welfare at Work Act 2005, all employers must ensure, so far as is reasonably practicable, the safety, health and welfare at work of their employees. All Early Learning and Care (ELC) and School Age Childcare (SAC) services are required to have a service level Critical Incident Plan as outlined in the Tusla Quality and Regulatory Framework (QRF) and the National Quality Guidelines for School Aged Childcare Services.

What is a Critical Incident?

The World Health Organisation (WHO) describes a critical incident as

'An event out of the range of normal experience – one which is sudden and unexpected, that involves a threat to life or loss and can include elements of physical or emotional trauma or loss.'

A critical incident may also involve severe damage to buildings or facilities such that the damage causes risk to children and adults or the service cannot operate.

CHILDREN'S Rights in Dealing with Critical Incidents

The rights and voice of the child must not be overlooked when dealing with any impactful incident in the service or in the wider community. For example, if a service has to close following an incident, children's right to ECCE days must be considered, the importance of children re-establishing their routine, and reconnecting with their known educators and their friends must be taken into account and facilitated in whatever ways possible and as soon as possible. Children's rights should always be a key consideration when planning how to prevent, prepare for, respond to and review a critical incident.

PREVENT

All staff needs to be aware and confident in the implementation of our policies and procedures. Please refresh your knowledge on these current policies and procedures in Clann Aire:

- Fire Safety and Evacuation Policies and Procedures
- Risk Assessing
- First Aid

- Health and Safety on Outings
- Safe Sleep
- Infection Control
- Accident/Incident

Please be aware of the following:

- Processes and procedures to help prevent accidents and incidents
- The procedures that will take place should an incident arise
- How the incident will be communicated and to whom
- How the incident will be recorded
- How records will be shared.

PREPARE

In the event of a "Critical Incident", we have formed a Critical Incident Team. You are to contact in order:

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| 1. Critical Incident Team Leader: | Harriet Murray (Centre Manager) |
| 2. Deputy Critical Incident Team Leader: | Niamh Casey (First Aid Responder & Deputy DLP) |
| 3. First Aid Responder: | Maree Hoare |
| 4. Child Protection Leader: | Denise Cronin (DLP) |
| 5. First Aid Responder: | Christina O'Callaghan |
| 6. Health and Safety Officer: | Amy Toomey |
| 7. Fire Safety Officer: | Elaine O'Connor |
| 8. Board of Management Rep: | Gobnait Kelleher |

The Educators role and responsibilities at the time of an incident should be as per the Critical Incident Plan for our service.

The Critical Incident Folder is located in the filing cabinet in the office, third draw down.

RESPOND

The response to a critical incident may take a number of different phases:

1. The initial response (first hour)
2. The secondary response (up to next 24 to 72 hours)
3. The follow – up response (72 hours onwards)

Initially, **Harriet Murray** will establish the nature of the critical incident and whether it is internal or external to the service, or both, and begin the steps to implement the Critical Incident Plan. Where appropriate, actions can be delegated to staff members as outlined in our plan.

This policy was adopted by Clondrohid Community Crèche Pre-School & after School Services.

Signed by: Harriet Murray On behalf of Management (Manager, Owner, Chairperson)

Date: 02/03/2025

Review Date: March 2025.