



MUNCHKIN SPORTS EMERGENCY/CRITICAL INCIDENT POLICY STATEMENT

Munchkin Sports recognise the importance of maintaining a safe environment for all users of our Holiday Camps, including staff, pupils and visitors. This policy outlines the measures that we have in place to respond promptly and effectively to a range of critical incidents and applies to all our Holiday Camp venues and nearby areas that may impact the camp. We would also invoke our procedures if the government's emergency alert system, which sends alerts to all compatible 4G and 5G mobile devices in England, indicated a danger to life nearby.

What is a critical/emergency incident?

A Critical Incident is defined as an emergency affecting children attending the camp, camp personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the Camp's own management team during the day to day running of the holiday camp.

This may involve:

- the death of a child, staff member, site visitor/contractor or governor
- a serious accident involving children and/or camp personnel on or off the premises (can also include contractor incident whilst working on site)
- a violent intrusion onto the camp premises (e.g., an armed intruder or a bomb alert)
- someone driving a vehicle into persons entering or leaving the camp premises.
- extensive damage to the camp premises.
- Camp venue fire, flood, or explosion.
- the effects of disasters in the wider community
- epidemics/pandemics/significant outbreak of a communicable disease
- the release of hazardous substances near or on the camp site

Each venue has a Critical incident Planning Checklist (CIPC) which is completed by the Camp Manager at the start of each camp and provides staff with all necessary procedures and emergency contact numbers. The Munchkin Sports Critical Incident Plan (CIP) will be kept up to date and shared with all staff working at our Holiday Camps. Any incident will be assessed as either a Shelter in Place (Invacuation), or a full Lockdown Protocol and each camp has an incident procedure checklist to follow after an incident has been assessed. While it is not possible or desirable to write a plan for every possible disruption, no matter what the cause of the incident the effects can be summarised as:

- An inability to continue our daily and/or critical activities
- Loss of life or serious injury to Munchkin Staff, children or members of the public
- Loss of a building, part of the building, or access to a building due to fire or destruction

To ensure the safety and well-being of the children in our care, all our staff complete our in-house training on our Standard Operating Procedures, which includes safeguarding and health and safety protocols. In the case of any critical incident, all communication with parents and carers will be co-ordinated from the Munchkin Sports Head Office and will be notified via email or phone cascade and instructed on the necessary procedures to be followed.



Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Procedures for responding to concerns about a child or young person's wellbeing – Appendix 1
- Role of the designated safeguarding officer – Appendix 2
- Complaints procedure – Appendix 3
- Safer recruitment policy and procedures – Appendix 4
- Adult to child supervision ratios – Appendix 5
- Code of conduct for staff and volunteers – Appendix 6
- Anti-bullying policy and procedures - Appendix 7
- Inclusion Policy – Appendix 8
- Behaviour Management Policy – Appendix 9
- Photograph and image sharing guidance – Appendix 10
- Child protection records retention and storage policy – Appendix 11
- Whistleblowing policy – Appendix 12
- Health and Safety policy – Appendix 13

Contact details

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Designated Safeguarding Lead

Name: Mrs Alexandra Ellis
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Deputy Designated Safeguarding Officers

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 03 March 2025

Signed:

Name: Katie Lewty

Position: Operations Director