



Emergencies

In the event of an emergency situation arising at the preschool the following procedures will take place;

If the emergency takes place prior to the start of the session the manager and or members of staff will contact the emergency services, if appropriate. If the preschool is to remain shut for the day, parents and carers will be notified in order that they may make alternative day care arrangements for their child. Parents will be kept informed and a solution sought as soon as is possible.

If the emergency takes place during the session priority will be given to ensure the safety of the children and adults.

A member of staff if required will contact the emergency services and if it is felt appropriate that all the children should be returned home; then efforts by staff will be made to contact all parent/ carers.

All children will remain the responsibility of the pre-school staff until collected by their parent/ carers.

There is a telephone situated within the building, which is suitable for making outside calls, there is also a telephone in the main school building which is available for the preschool to use. Staff at the school would be readily available to provide support and shelter as required.

If the emergency takes place outside of the preschool (in the grounds) whilst the children are playing outdoors, the emergency procedure for evacuating the field will be put into place.

- a) A whistle will be blown; the children will immediately come to the person blowing the whistle, to seek further instructions.
- b) If the emergency is due to a fire at the school or preschool, then the whistle blower will instruct the children to congregate at the designated meeting point (which is the pond).
- c) If the emergency is outside of the building eg; an intruder, when the children report to the whistle blower they will be instructed to go inside the preschool. Once the children are secure the policy will be followed, and actions required put in place by staff.

In all cases of an emergency the trustees will be notified, and the Head Teacher of the school will be made aware.

In the event of a serious incident taking place at the setting the 'red book' details the process and procedures which staff will be required to follow.