

## **Emergency Procedures (updated Mar '23)**

### **Accidents**

In the event of a minor accident, a member of staff holding a current qualification in paediatric first aid would administer first aid. Where we felt the child needed their parents/carers, or that you needed to be informed of the injury immediately, we would contact you.

### **Hospital Treatment**

In the unlikely event of your child needing urgent medical attention, our priority would be the health and safety of the child. The emergency services would be contacted, and we would make every effort to contact you or one of your emergency contacts. If we were unable to contact you or a named contact, a member of staff would travel in the ambulance if necessary and stay with the child until a parent or carer arrived.

### **Fire evacuation procedure**

1. Fire alarm to be activated.
2. The Manager or senior on duty collects the register, Registration Forms file (with attached keys) and the mobile phone.
3. Staff and volunteers make their way with the children to the assembly point (outside the entrance of pre-school across the far-left hand side of the car park, on the grass.)
4. The session lead senior, or a staff member appointed by them, checks through the toilet, foyer areas and other areas used for any remaining persons, before joining the group at the assembly point.
5. The Manager or senior on duty calls the register, whilst another member of staff calls the emergency services.
6. All parents to be contacted.

N.B In the event of a fire drill, staff to re-enter through the main reception entrance and count the children back through the door. This procedure is practised by the group once every half term.

### **Pre-School Evacuation**

In the event of an emergency in which the pre-school needed to be evacuated, we would make our way to the Father's House foyer/main office and contact you from there. We would remain with the children until they were all collected.

### **Whole Building Evacuation**

If the whole building were to be evacuated we would accompany the children walking to Shaftesbury Primary School, Wincombe Lane, tel. 01747 852901 and would contact you from there to come and collect your child. We would work with the school to keep the children separate from the school's pupils whilst on site.

### **Building Lockdown Procedure**

A lockdown of a building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside.

- If it becomes obvious that there was a threatening situation, or we were informed of a local threat, the member of staff first recognising this calls out clearly but calmly "lockdown" to all staff and children indoors, outside and upstairs, so that everyone is aware.
- Staff to remain calm and lead the children into the gym where they are to be settled down and staff to quietly read books to them.
- Staff and children in the garden are let into the gym via the fire exit door.

- A senior member of staff gets the register, Registration Forms file and mobile phone, checks the toilet areas and foyer, and any other areas used, locks back door and windows, draws curtains and turns off the lights. They then join the group.
- Once everyone is in the gym the register will be taken and children asked to be as quiet as possible.
- Staff member to ring through to main Church office to warn/inform them on the mobile phone (number on gym wall) and calls the Police or agrees for them to do this. We will inform parents as to what is happening when safe to do so. Please be aware that we may need to keep our phone line free, and to await further instruction before coming to the premises.
- Staff in the main Fathers House office have their own procedure, which includes locking the main entrance and checking all rooms to alert that lockdown is taking place. This includes advising us of lockdown should the threat be that end of the building.

Everyone would remain in the gym until it was deemed safe to leave.

### **Uncollected/Lost Child**

In the event of a child going missing, staff would actively look for the child – with one member of staff searching outside of the building. Parents/carers will be informed, and police contacted.

In the event of a parent/carer failing to collect a child, we would make every effort to contact you or your emergency contact number and a member of staff would remain with the child at the pre-school. In the unlikely event of us not being able to contact you or any of the emergency contact numbers – we would eventually have to contact the local Children’s Service Authorities. Any of these incidents would be recorded and the information put into our “Logs” file.