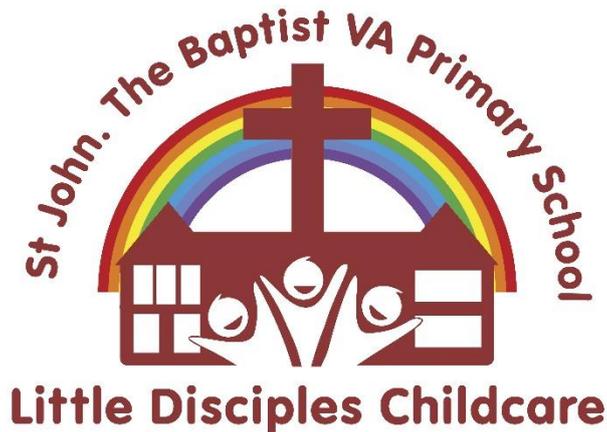


Little Disciples

Childcare



Emergency Policy &

Procedure

At Little Disciples Childcare our aims and objectives are to provide and develop a reliable, affordable and quality Wrap around care service which includes Breakfast Club, Nursery Plus, Afterschool Club & Holiday Club.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	September 2024
Agreed by Person in Charge: <i>Signature & Dated</i>	
Agreed by Responsible Individual <i>Signature & Dated</i>	

Little Disciples Childcare

St John the Baptist Aided School
Chester Road
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Tel: 01244 478920
LittleDisciples2015@outlook.com



Little Disciples Childcare

Responsible Individual: Mrs Anna Stephens
Manager & Person in Charge: Mr Sam Gocher
Care Inspectorate Wales Registration Number: W1500003017
Charity Number: 1194380

Emergency Policy & Procedure

There are several situations where an emergency evacuation of an area might be necessary. As well as fire routines, they may include a situation where it is necessary to get everyone inside a building urgently. The following procedures will be practiced at least half termly and with new children and staff. The manager will identify any disabled staff and children who may need additional assistance in the case of an emergency. Personal emergency action plans will be developed in consultation with children and their parents/carers and play work staff/other adults who may not be able to manage their escape into or out of the building unaided. During the winter months we will continue to ensure that we complete an emergency evacuation and reverse emergency evacuation in the dark as advised by CIW.

The Fire or Other Emergency Evacuation Procedure for Breakfast Club, Afterschool Club & Holiday Club.

In the case of a fire, or other emergency evacuation, the following will apply:

- Operate the alarm (fire alarm point) and call the relevant Fire and Rescue Service.
- Play workers gather children and escort them via the nearest fire exit to the designated assembly point at the top of the playground.
- The play worker to leave the building should carry the Register (ipad) and Fire Grab bag which also holds the emergency contact details for all children which attend the club (Located on the internal fire exit door, leading out of the main hall)
- The second Member of staff to leave the hall is to be stationed at the main entrance gate. It is their duty to guide children who are entering the setting to the fire assembly point.
- The Manager/Deputy is nominated to be the last to leave the building should check toilets and cloakrooms, finally coming back through the hall to check the environment is clear.
- On reaching the assembly point (The top of the playground) the manager/deputy is to complete a register immediately to identify whether everyone is accounted for. (During this procedure no person or child should return into the building for any reason.)
- The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
- An incident form must be completed immediately after the event explaining exactly what happened and filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).
- CIW will be informed the same day.
- All members of staff will review the reasons for it happening and the club identifies and implements any necessary measures to prevent it from happening again.
- The settings insurance company will also be notified.

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Reverse Emergency Procedure

In the case of a reverse emergency, the following will apply:

- Operate the alarm/signal.
- Assemble the children and count them.
- Escort the children inside closest accessible entrance.
- The member of staff who is nominated to be the last to re-enter the building should check that the vacated area is clear.
- All children should be guided into the nearest classroom where all access points are secure and locked where necessary, to prevent any unauthorised access to the club, or unauthorised exit from the club. (All keys are located on a hook on the door frame to each classroom)
- Take a register to ensure everyone is accounted for.
- Contact relevant emergency services and await assistance if necessary. They should be informed of any missing persons and their last known whereabouts if applicable.
- Liaise with emergency services about contacting parents/carers.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened and filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).
- Care and Social Services Inspectorate Wales will be informed the same day.
- All members of staff will review the reasons for it happening and the setting identifies and implements any necessary measures to prevent it from happening again.
- The settings insurance company will also be notified.

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The Fire or Other Emergency Evacuation Procedure for Nursery Plus whilst in Class 1

In the case of a fire, or other emergency evacuation, the following will apply:

- Operate the alarm (fire alarm point) and call the relevant Fire and Rescue Service.
- Nursery Plus Staff gather children and escort them via the nearest fire exit to the designated assembly point at the top of the playground. They should leave the building using the Class 1 internal door or the back door by the stairs.
- The Manager/ Deputy should carry the Register (iPad) and Fire Grab bag which also holds the emergency contact details for all children which attend Little Disciples (Located in the Classroom)
- The Class Teacher is nominated to be the last to leave the building should check toilets and cloakrooms, finally coming back through to check the environment is clear. The Class Teacher will also communicate with Manager/Deputy stating that the setting is clear.
- On reaching the assembly point (The top of the playground) the manager/deputy is to complete a register immediately to identify whether everyone is accounted for. (During this procedure no person or child should return into the building for any reason.)
- The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
- An incident form must be completed immediately after the event explaining exactly what happened and filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).
- CIW will be informed the same day.
- All members of staff will review the reasons for it happening and the setting identifies and implements any necessary measures to prevent it from happening again.
- The settings insurance company will also be notified.