

Emergency Procedures

In the event of an emergency:

1. All staff will be aware of their allocated role via our staff fire drill 'rota' noticeboard.
2. Each staff member will ensure that the children line up, and are led out of the building in a quiet and calm manner through the nearest available exit.
3. A manager/supervisor will be responsible for collecting the mobile phone, register, first aid box and contact details for both children and staff.
4. One member of staff will search the remainder of the building, including the toilet area.
5. All staff and children assemble at our allocated assembly point, which is on the far left hand side of the car park as you face the church from Hunts Pond Road, for an immediate 'headcount' and register.
6. The emergency services will be contacted as soon as possible, ensuring the safety of staff and children at all times.
7. If re-entry to the building is not possible, or permitted, the children will be taken by staff to St John The Baptist Primary School, Primary School, Abshot Road, Titchfield Common, Fareham, Hants. PO14 4NH. where parents/carers will be contacted and asked to collect their child.

(For further details see our Fire Emergency/Evacuation Plan)

Please note points 1-5 will be followed in regular fire drills and Little Sunbeams would recommend that parents/carers discuss this procedure with their child, so that the children are familiar with it.

In the event of a terrorist alert:

1. The fire alarm will be activated by the first member of staff to be alerted of a possible risk
2. Points 1-6 above will then be followed
3. In this instance point 7 will not apply as taking the children to another educational establishment could be deemed as a further risk to their safety
4. After following point 5 above, the leading member of staff will then turn left and lead the children as far away from the building as is deemed necessary at the time. We would endeavor to either take the children into the furthest corner of the recreational field on the left hand side of Hunts Pond Road or into the Sir Joseph Paxton public house. However these assembly points cannot be guaranteed as an alternative venue or location, may be considered a more appropriate point of safety depending on the nature, or outcome of the situation.
5. All parents/carers will be contacted by a member of the pre-school staff, as soon as it is practical and possible to do so.

(If leaving the building was considered a risk, we would follow the Lockdown procedure as stated in our Intruder policy)

In the event of an emergency closure:

1. Once a decision has been made to close the preschool, all parents will be contacted to inform them of this decision. This contact initially will be via text, however the details of the closure will be posted on our website and in the event of closure being due to adverse weather conditions then we will also add our details to the Hampshire County Council list of closed schools that is generated in this situation.
2. Parents will be kept updated of how long the closure is likely to be for and will also be informed when the preschool plans to re-open.
3. In the event of a closure, alternative hours will not be offered in place of any funded hours missed, however reasonable steps will be taken to reimburse all non-funded hours. Initially we will endeavor to offer alternative dates for non-funded hours, but if this is not possible then a monetary refund will be given. In the case of alternative hours being offered but being deemed as unsuitable by the parent/carer, then no monetary refund will be given. Further alternative dates may only be offered subject to management approval.

Risk Assessment for Emergency Closure

When to implement including but not limited to:

Adverse weather conditions, problems with heating in the setting, outbreak of contagious illness etc.

Sources of information:

- Chairperson
- Other Pre-school managers
- Ofsted
- Environmental Health

Initial response:

- A) Contact:
- Chairperson
 - Premises office
 - Staff
 - Parents
- B) Continual monitoring of situation

Continual Monitoring and Evaluation:

- A) Site visit during closure to assess conditions in setting; remove perishables from fridge, post explanatory notices if needed.
- B) Keep Parents informed.
- C) Ensure parent contact details updated termly.

Re-opening Procedure:

- A) Risk Assess, if ok,

Contact:

- Chairperson
 - Staff
 - Parents
 - Ofsted
- B) Decide a time/date to reopen

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	12 th Oct 2015
1.0	Reviewed, no changes made	Lyn D	25 th Jan 2016
2.0	Rewritten to include procedure in the event of a Terrorist Alert	Lyn D	9 th Aug 2016
2.0	Reviewed, no changes made	Lyn D	2 nd Aug 2017
2.1	Reference to our Fire Emergency/Evacuation Plan Paragraph added re: Emergency closure	Lyn D	4 th Aug 2018
2.2	Change of wording to reflect our allocated assembly point following the recent building works	Lyn D	7 th Jan 2020
2.2	Reviewed, no changes made	Lyn D	1 st April 2022