

BRADLEY PLAYGROUP

24. EMERGENCY PROCEDURES POLICY

Lock Down Policy and Procedures

The Village Hall is secure at all times, main doors are locked. Fire doors are accessible to get out of the village hall when needed. On rare occasions it may be necessary to follow a Lock Down procedure to ensure that children, staff and visitors are safe from situations where there is a hazard in the near vicinity.

A Lock Down is implemented when there is a serious security risk to the premises due, for example, to attempted access by unauthorized persons intent in causing harm/damage; proximity of dangerous dogs; serious weather conditions; a warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.). Bomb Threat.

Bomb Threat Procedure:

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be Alert, but not alarmed!

On receipt of a "bomb threat" – dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lock Down:

Staff and adults will be notified that Lock Down procedures are to immediately take place by three short blows of a whistle.

Procedures:

1. Three short blows of a whistle will activate a process of children and adults being ushered into the "Quiet Room" of the Village Hall.

2. STAY CALM

3. The Lead Supervisor will ensure that all window blinds are closed and lights are switched off.

4. All mobiles will be turned off, apart from the Playgroup mobile which will be switched to silent and used to alert police and parents.

NO ONE SHOULD MOVE AROUND THE VILLAGE HALL

5. Staff will support children in keeping calm and quiet.

6. Staff to remain in Lock Down positions until informed by the Lead Supervisor that there is an all clear.

7. As soon as possible after the Lock Down, the Lead Supervisor will take the register to ensure all children and adults are accounted for.

BE ALERT

DO NOT open the door once it has been secured, until you are officially advised 'All clear' or are certain it is emergency services at the door.

DO NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Communication with Parents

If necessary, parents will be notified as soon as it is practical to do so via telephone.

Message to Parents:

Due to an incident we have been advised by the emergency services to secure the Village Hall and stay put until we are given the 'all clear'.

Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

- Depending of the type and severity of the incident, parents will be asked NOT to collect their children from the setting as it may put them and their child at risk.

- Playgroup children will not be released to parents during a Lock Down.

- Parents will be asked not to call the playgroup mobile as this may tie up emergency lines.

- If the end of the session is extended due to the Lockdown, parents will be notified and will receive information about the time and place the children can be picked up from Playgroup staff or the emergency services.

- A letter to parents will be sent home as soon as possible following any serious incident, to inform parents of context of Lock Down and to encourage parents to reinforce with their children the importance of the following procedures in these very rare circumstances.

Lock Down Drills:

Lock Down practices will take place a minimum of once per term to ensure everyone knows exactly what to do in a situation. Monitoring of practices will take place and debriefed to staff so improvements, if necessary, can be made.

Fire Safety and Emergency Evacuation:

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Lead Supervisor and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the local Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is Risk Assessment. This is carried out by a 'competent person'.

- The Health and Safety Officer is Amy Cheetham.

- Fire doors are clearly marked, never obstructed and easily opened from the inside.

- Smoke detectors/alarms and fire fighting appliances that conform to BSEN standards are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

- The Fire Drill evacuation procedures are:

- displayed in the premises;

- explained to new members of staff, volunteers and parents and practised regularly once a term or when a new child starts.

- Records are kept of fire drills and the servicing of fire safety equipment and PAT testing.

Fire Drill Procedure:

If you discover fire

- Immediately operate the nearest fire alarm call point
- Call the fire brigade by phoning 999
- The Person in charge evacuates the children and adults, ensuring that the mobile phone and register are also taken out
- Leave by the nearest available exit
- Proceed to assembly point situated in the car park area
- The Person in Charge checks evacuated children and adults with the register
- Do not re-enter the building until you are told.

A Child Needing To Be Taken To Hospital:

Procedure:

The Lead Supervisor or Supervisor administer any necessary first aid while the other staff member will phone 999 and then phone the child's parents. In the event they cannot be reached, emergency contacts will be contacted. One of our relief cover Supervisors (who are suitably qualified and DBS checked) will be called to come to the playgroup.

If the parents do not arrive before the ambulance, then the lead supervisor will travel in the ambulance with the child and stay with them until the parents/carers arrive.

This **Emergency Procedures** policy was passed for use in Bradley Playgroup

On: 1st April 2022, 30th April 2021, 01/04/19, 10th December 2018

Amended on: 20th September 2021

By: Amy Cheetham

Position: Lead Supervisor

Date of planned review: March 2023