Beetley and District Preschool

Registered Charity: 1181636

Responsibilities of Staff in an Emergency

Policy Statement

At Beetley & District Preschool, we have procedures in place to help staff respond calmly and effectively to emergencies and to keep children, staff and visitors as safe as possible.

All staff are expected to familiarise themselves with the emergency procedures relevant to their role and to follow instructions from the Preschool Manager, senior member of staff or emergency services.

Staff will remain calm and reassuring during emergencies and will support children to feel safe and secure. Children who have witnessed an accident or distressing event will be offered reassurance and appropriate emotional support.

Emergency Information and Records

Information needed in an emergency is kept readily available to staff.

This includes children's emergency contact details, relevant medical information, details of authorised people who may collect children and any individual arrangements that may need to be considered during an emergency.

Emergency contact information is available through Famly and in the Grab Bag.

Parents and carers are responsible for providing up-to-date information and informing us of any changes to emergency contacts, medical information or other relevant circumstances.

General Responsibilities in an Emergency

In an emergency, staff will:

- remain calm and reassure the children
- follow the relevant emergency procedure

- follow instructions given by the Preschool Manager, senior member of staff or emergency services
- ensure children are supervised and accounted for
- provide first aid within the limits of their training where necessary
- seek emergency medical assistance where required
- take the Grab Bag when evacuating where it is safe to do so
- ensure that relevant emergency information is available
- contact parents or carers where appropriate
- record and report the emergency in accordance with our procedures

Staff will work together to ensure that children remain supervised and safe while appropriate emergency actions are taken.

Fire and Evacuation

Our fire and emergency evacuation procedure is clearly displayed and staff, volunteers and regular visitors are made aware of the arrangements.

A whistle is used as the fire alarm. When the alarm is raised, staff will:

1. evacuate the mobile promptly and calmly
2. ensure children and adults are accounted for as they leave
3. check the kitchen, toilets, office and foyer, where this can be done safely
4. collect the Grab Bag containing the register and children's medication, where safe to do so
5. leave by the appropriate rear or main entrance
6. assemble at the designated assembly point
7. complete a register and headcount of children and adults

The assembly point is on the kerb by the green school gate, between the double inner gates and the preschool gate.

Where an evacuation takes place in wet weather, staff and children may shelter at St Mary's School where appropriate.

We make specific arrangements for children who may need additional support during an evacuation, including children with disabilities or other individual needs. These arrangements are recorded where appropriate in their Health, Care and Evacuation Plan.

Fire instructions and drills are carried out regularly and records of drills are maintained. All adults working within the Preschool are made aware of fire prevention and the action to take in the event of a fire.

Accident or Sudden Illness

Where a child or adult has an accident or becomes suddenly unwell, staff will respond according to their training and our health and first aid procedures.

First aid will be provided where appropriate and emergency medical assistance will be sought if required.

Parents or carers will be contacted as soon as reasonably practicable where a child requires medical attention or needs to go home.

Accidents and incidents will be recorded in accordance with our procedures and relevant information will be shared with parents and carers appropriately.

Unauthorised or Unwanted Visitors

If a person comes to the Preschool who is unknown to staff, cannot provide a satisfactory reason for being there and will not leave, or who is known to staff but is not permitted to be near a particular child or staff member, staff will take action to protect the children and others present.

Where necessary, children will be brought into the building, doors will be secured and blinds closed. Staff will keep children calm and occupied while the Police or other appropriate emergency service is contacted.

Staff should not put themselves or the children at unnecessary risk by confronting or attempting to physically remove an unwanted visitor.

Collection or Non-Collection During an Emergency

Children will only be released to a parent, carer or other authorised person in accordance with our Arrival, Collection and Safe Release of Children arrangements.

If an emergency affects normal collection arrangements, staff will ensure that children remain safely supervised until they can be collected by an authorised person.

Where someone other than the usual collector is collecting a child, they must be on the authorised collection list and the agreed password arrangements will be followed where required.

If a child cannot be collected as expected, staff will follow our procedures for uncollected children and continue to provide appropriate care and supervision.

If a Child Is Missing or Leaves the Preschool

Our security arrangements are designed to prevent children from leaving the Preschool without an authorised adult. Doors and gates are kept secure and children and visitors are recorded in and out.

If a child is discovered to be missing or has left the Preschool without an authorised adult, staff will act immediately.

A member of staff will remain with the other children and move them to a safe area. The senior member of staff will coordinate the response and ensure that the Police or other emergency services are contacted without delay where necessary.

Staff will provide any relevant information about the child, including their description and last known location, and will follow instructions from the emergency services.

Parents or carers will be informed as soon as appropriate.

External Threats and Emergency Alerts

If the Preschool receives an emergency alert or information about a threat to life or serious danger in the surrounding area, staff will follow the instructions provided by the emergency services or other appropriate authorities.

Depending on the circumstances, this may involve:

- remaining inside and securing the building
- evacuating the building
- moving children to a safer location
- sheltering at St Mary's School
- arranging for children to be collected

Staff will keep children calm and reassured and will not take action that places children or adults at unnecessary risk.

Bomb Threat or Suspicious Item

If the Preschool receives a bomb threat or a suspicious item is identified, staff will follow instructions from the Police or emergency services.

Where evacuation is required, staff will follow the emergency evacuation procedure and move children and adults to a safe location at an appropriate distance from the building.

Staff will not touch or move a suspicious item.

Parents or carers will be contacted when it is safe and appropriate to do so.

Recording and Reporting Emergencies

Emergencies will be recorded appropriately, including any relevant actions taken, injuries, concerns or difficulties encountered.

Where an emergency results in a reportable incident or raises safeguarding concerns, staff will follow our relevant reporting and safeguarding procedures.

The Preschool Manager will ensure that appropriate follow-up action is taken and that the Preschool Committee is informed where appropriate.

Related Policies

- Arrival, Collection and Safe Release of Children
- Health and Safety
- First Aid
- Safeguarding
- Child Protection
- Health, Care and Evacuation Plans
- Confidentiality and Client Access to Records
- Data Protection
- Equipment and Resources

Monitoring and Review

This policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or Preschool practice make this necessary.

- **Policy reviewed on:** 30th July 2026
- **Next review due:** 30th July 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)