



EMERGENCY POLICY

The safety and wellbeing of all children is paramount. This policy is in line with the requirements of the **Early Years Foundation Stage** and supports safeguarding and welfare standards as inspected by **Ofsted**.

Fire Safety and Preparedness

- The premises are fitted with working smoke alarms, tested regularly.
- Fire drills are carried out at different times and days to ensure all children and assistants are familiar with evacuation procedures.
- A written record of drills is maintained (date, time, outcome, and any actions taken).
- These arrangements meet EYFS requirements for emergency planning.

Emergency Equipment

- An emergency evacuation bag is stored by the main exit and includes:
 - Children's contact details
 - Attendance register
 - Basic first aid supplies
- A charged mobile phone is always accessible and taken during evacuations.

Evacuation Procedure (Fire or Immediate Danger)

1. Raise the alarm immediately.
2. Gather all children calmly and quickly.
3. Collect the emergency bag and mobile phone.
4. Evacuate the premises via the nearest safe exit.
5. Proceed to the designated assembly point (across the road).
6. Carry out a headcount using the register.
7. Contact emergency services if required.
8. Reassure and supervise children at all times.
9. Inform parents/carers as soon as it is safe to do so.

Lockdown Procedure (Threat Outside or Nearby)

A lockdown may be required in situations such as:

- A security threat in the local area
- An intruder
- Dangerous activity nearby

Procedure

1. All doors and windows will be locked immediately.
2. Curtains/blinds will be closed where appropriate.
3. Children will be brought inside (if outdoors) and gathered in a safe area away from windows and doors.

4. The childminder and assistants will remain calm and reassure the children.
5. Mobile phones will be kept available to receive updates.
6. Emergency services will be contacted if necessary.
7. No one will enter or leave the premises until it is declared safe.
8. Parents/carers will be informed as soon as it is safe and appropriate to do so.

Roles and Responsibilities

- The registered childminder has overall responsibility for emergency management.
- Assistants will:
 - Support evacuation or lockdown procedures
 - Help supervise and reassure children
 - Follow instructions promptly to ensure safety
- All adults are familiar with procedures and their roles, in line with EYFS requirements.

Other Emergencies

In the event of:

- Serious illness
- Incident affecting the childminder
- Unexpected closure

The setting will:

- Contact parents/carers immediately
- Arrange care through a designated emergency childminder, registered assistant, or suitable responsible adult (where appropriate and compliant with EYFS ratios and suitability requirements)

Parental Responsibilities

- Provide up-to-date emergency contact details.
- Inform the setting of any delays or emergencies affecting collection.
- Ensure authorised persons for collection are clearly identified.

Children will remain safely supervised until collected.

Safeguarding and Welfare Compliance

This policy supports the safeguarding and welfare requirements of the **Early Years Foundation Stage**, including:

- Protecting children from harm
- Maintaining effective emergency procedures
- Ensuring all adults are trained and prepared
- Keeping accurate records of drills and incidents