

Responsibilities of Staff in an Emergency

Statement of intent

It is our intention that all our staff should be aware of their roles and responsibilities in the event of an emergency

Aim

We aim to ensure that all our staff are aware of our safety and security routines, and they carry them out correctly and vigilantly.

We do this by training our staff at their induction about the seriousness of the children's safety. The health and safety policy of this nursery forms part of our staff contract and, if this is not followed fully, can result in dismissal and prosecution.

To enable our staff to act promptly and efficiently if such an occasion ever occurs, this policy would be followed in full.

Methods

Emergency

- ★ Regular fire drills are carried out every six weeks, and the date and time the drill took place is recorded. In the event of a fire, emergency exits are clearly marked in each room, and all children would be taken to a safe assembly area. The assembly areas are shown on our evacuation plans on display in each of the nursery rooms. Different fire exits can be used to ensure that alternative escape routes are familiar to all staff and children. If we cannot re-enter the building, all children and adults will be taken to a safe site.

- Wroxham Road: **Sparhawk First School (Sparhawk Avenue)**
- Constitution Hill: **Sewell College (Constitution Hill)**
- White House Farm: **White House Farm Primary School**

Parents would be notified.

- ★ In the event of a fire or other emergency which necessitates the evacuation of the building, the Room Manager who is responsible for the taking of the session's register will collect it and complete the roll call for their room and report it to the Nursery Manager. The Nursery Manager will be responsible for any other staff e.g. Cook, plus any extra visitors or non-nursery children. A nominated member of staff will 'sweep' the building to make sure that all the rooms are empty.
- ★ In the event of any other emergency or accident, an ambulance will always be contacted using the nursery telephone. The parent will be contacted straight after the initial telephone call. An adult will go with the child to hospital. Our numbers of staff will still cover the adult to child ratios.
- ★ In the event of an emergency which would require the children to evacuate any outside play area, a member of staff would call "3,2,1, where are you?" Children are taught to run back to their carers at the sound of this chant. Children will then be taken to a safe place inside the building and the register taken to ensure they are all present.

Lockdown procedure

In the case of a terrorism alert, the nursery has a procedure to move the children to the safest part of the building. This procedure is discussed at staff meetings.

Missing child

In the unlikely event of a child going missing from the nursery:

- ★ The person in charge will carry out a thorough search of the building and gardens.
- ★ The register is checked to make sure no other child has also gone astray.
- ★ Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- ★ The person in charge talks to staff to establish what happened.
- ★ If the child is not found, the parent is contacted, and the missing child is reported to the Police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the nursery ensures there is a procedure that is followed:

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff will search the immediate vicinity only.
2. The person in charge is informed, if she/he is not on the outing she/he makes her/his way to the venue to aid the search and be the point of contact for the police as well as support staff.
3. Staff take the remaining children back to the nursery.
4. The person in charge of the nursery contacts the child's parent who makes their way to the nursery or outing venue as agreed with the person in charge.
5. The staff contact the police using the mobile phone and report the child as missing.
6. In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
7. The person in charge contacts the Nursery Manager who comes to the nursery as soon as possible.

The investigation

- ★ The Nursery Manager carries out a full investigation, taking written statements from all the staff present at the time, or who were at nursery or on the outing.
- ★ The staff member writes an incident report detailing:
 - the date and time of the report,
 - what staff/children were present,
 - when the child was last seen at nursery or on the outing,
 - what has taken place in the nursery/outing since then, and
 - the time it is estimated that the child went missing.
- ★ A conclusion is drawn as to how the breach of security happened.
- ★ If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- ★ The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- ★ Any serious incident would be reported to Ofsted via their website within 14 days.
www.report-childcare-incident.service.gov.uk/

- ★ The nursery's insurance company is informed.

There is additional information on outings and trips in our Health and Safety Policy.

Uncollected children

- ★ If any child is left unattended for 15 minutes after the nursery has finished, the Manager/Deputy Nursery Manager will contact the parent on given contact numbers.
- ★ If no-one is available, they will call the additional emergency contact numbers.
- ★ **After 20 minutes the child will become the responsibility of Children's Services. Children's Advice and Duty service (CADS) Tel:03448 008020 will be contacted and the incident will be report to Ofsted. www.report-childcare-incident.service.gov.uk/ In some cases, where we are still unable to make any contact, we will also contact the police on 111.**
- ★ At all times two members of staff, including one of the Managers, will remain with the child on the premises until Children's Services collect the child.
- ★ A full written report of the incident will be recorded.
- ★ Depending on the circumstances, the nursery reserves the right to charge parents for the additional hours worked by the staff (See our separate Charging Policy).

This policy was adopted by Once upon a time nursery school

Date: 24 September 2007

And last updated on: 1 November 2022

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise