

Safeguarding & Welfare Requirements: Safety and Evacuation of setting

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of a fire or any other emergency, and must have an emergency evacuation procedure.

EMERGENCY EVACUATION PROCEDURE

In the event of detection of a fire, or the need to evacuate the building, the following procedure will be followed.

SOUND THE ALARM

- Shout 'Fire Fire Fire'
- Ring alarm bell

MANAGER WILL COLLECT

- Registers
- Visitors Book
- Mobile Phone
- Emergency Contact List
- Keys

ALL STAFF

Staff to check all rooms, including toilet areas, kitchen and office.

We will ensure that the children evacuate the building, by the nearest available exit, in a calm and orderly manner and proceed to the designated assembly point. If safe to do so, staff to close all doors behind them when leaving the building.

THE MANAGER

Will ensure that the building has been safely evacuated and the relevant emergency services have been contacted.

ONCE ASSEMBLED

Registers will be taken to account for all children and adults.

**NOBODY IS PERMITTED TO RETURN TO THE BUILDING UNTIL DEEMED
SAFE TO DO SO**

All Policies to be reviewed annually.

Acceptance of Policy

APPROVAL
Signature:
Name & Position: Rachael Richards -
Manager
Date:

AGREED
Signature:
Name & Position: On behalf of the committee
Date:

Review Record

Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:

