

## FIRE & EMERGENCY EVACUATION PROCEDURES

In order to keep the children and myself safe I have developed the following procedure in the event of an emergency such as fire, flooding, gas leak, terrorist attack or national emergency etc.

### EVACUATION PROCEDURE

The children will regularly practice the emergency evacuation procedure in my setting with me so they will not be alarmed in the event of a situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

- Sound the alarm.
- Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
- Assemble at the safe zone point as previously agreed.
- Contact the emergency services.
- Comfort and reassure the children.
- Arrange a safe place for the children to stay until parents can collect them.
- Follow the instructions of the Emergency Services.
- Do not return to the building until the Emergency Services have declared it safe to do so.

At home I have access to a landline on each floor, and I have access to a mobile telephone at all times. I regularly attend paediatric first aid courses every 3 years as required by Ofsted. First aid boxes are stored in the lounge, car and a smaller mobile kit is carried on outings. Smoke detectors are fitted in my setting and are regularly tested and maintained. A fire blanket is situated in the kitchen and I have undertaken fire safety training as part of a previous role as Fire Warden in an office environment. However, if a smoke detector sounds, or a fire is detected, the priority is to evacuate the children from the building and I would only attempt to tackle a fire if the fire were blocking our escape.

Parents or their emergency contacts would be contacted as soon as practical to arrange collection of the children and if necessary we would take refuge in a close by family or friend's home until collection is possible.

### NATIONAL EMERGENCY

The care and security I provide to your child is paramount. As an Ofsted Registered Childminder I will do everything within my powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If we are away from the setting and involved or caught up in an incident / emergency, I will comply fully with the instructions from the emergency services and constantly reassure the children in my care.

I understand that during major incidents / emergencies the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. I will, however, attempt to contact you on a regular basis and ask that you try to do the same.

I will keep up to date on the situation using any media source available to me, radio, television, Internet etc. I will endeavour to protect your child from information or images that may alarm or distress them.

If you are caught up in an incident I will continue to look after your child until you are able to return or a person nominated is able to collect them. It may therefore be good practice to provide me with additional supplies of nappies and spare nightclothes during times of high alert.

In an emergency situation I can contact nearby Registered Childminders if it becomes necessary to entrust the care of your child to someone else. In the unlikely event that I cannot contact a Registered Childminder, your child may be left with my daughter, Elisha Peake (who is DBS checked and has undertaken paediatric first aid) or a trusted friend, neighbour or relative for a short period to await your collection.

**CHILD RATIOS**

An emergency situation (eg, my accompanying an injured child in an ambulance) is the only situation that would lead to my leaving your child with someone else without your prior consent. At all other times minded children are within my sight or sound (this may be using a baby monitor or electronic device) unless your child is attending preschool or other organised activity or you have given written permission for your child to travel unsupervised, eg from the bus stop to my property.

**SUPPORTING OTHER SETTINGS**

I may be contacted by another Registered Childminder in the event of an emergency. If this should happen I will assist by providing care for their minded children for a short period until they can be collected. I will provide reassurance and comfort to all children. If this takes me over the numbers of children my Ofsted registration allows I will notify Ofsted immediately. I will seek the assistance of trusted friends/neighbours if necessary to help ensure the safety and well-being of having extra children in my care; however such persons will not be left unattended with any child unless they are already working as my assistant with the appropriate permissions and training in place.

An extreme emergency situation is the only circumstance that would lead to my exceeding the allowed child ratios, where this is the only means to ensure the safety and well-being of the children affected. At all other times, I abide strictly by the child ratios specified by my Ofsted registration and my public liability insurance.

*As always, if you have any concerns or questions about this policy, please discuss them with me.*