

TAMSIN'S LITTLE ACORNS

EMERGENCY EVACUATION PROCEDURE

In order to keep the staff children and in my care safe, please follow the procedure below in the event of a fire

- **Raise the alarm (This is a whistle)**
- **Upon hearing the alarm, evacuate the children safely through the nearest exit. We have three exits on the ground floor, please see the floor plan with the exits clearly marked.**
- **Take attendance record for the day, mobile phone and contact numbers for the children**
- **Assemble at the Emergency Evacuation point – CHARLES CHURCH SALES OFFICE**
- **Tamsin Angus who is responsible for the Evacuation and fire Safety will contact the Fire Brigade – this number is stored on the mobile**
- **Follow the instructions of the Emergency services**
- **Reassure and comfort the children**
- **Contact the parents or carers and agree to meet them at a safe and secure place**
- **Do not enter the premises until the Emergency Services inform us it's safe to do so**

The children will regularly practice the fire evacuation procedure, so they are familiar with it and help prevent alarm if we have to evacuate unexpectedly.

If you have any questions about my Emergency Evacuation Procedure please do not hesitate to ask.

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Accidents and Incidents Procedure

It is my policy to keep the children in my care safe and well at all times and prevent accidents before they occur. I have an up to date first aid certificate and regularly update my setting and risk assessments, ensuring any risks are recorded and kept to a minimum.

There is a First Aid box located in the Utility room which is always fully stocked and also a First Aid box travels with us wherever we go. Parent and Carer's contact numbers are also in the first aid box.

In the event of an accident occurring whilst a child is in my care, we need to carry out the following procedure to ensure the wellbeing and safety of the child:

- All incidents and accidents will be recorded in my Accident Book along with any first aid training that was given**
- Parents will be asked to sign the book when they collect their children and will be informed of the circumstances in which the accident occurred**
- If we feel the accident or incident requires medical attention we will contact the parents and ask them to collect their child**
- If I need to take a child to hospital, I will contact the parents or carers to meet me there and take the other children with me. Also I have an arrangement with another registered Ofsted childminder who lives locally whom may be able to help out.**
- Any major occurrences will be reported to Ofsted within 14 days and also the local Safeguarding authority**
- If a child arrives with an injury we will ask the parents or carer to sign the incident book stating that the injury did not happen when the child was in my care**
- I have Public Liability Insurance and the Certificate is displayed on the Notice Board in the Play Room**

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FAILURE TO COLLECT PROCEDURE

- If a child is not collected at the agreed time, I will contact the parents or carers. If they cannot be contacted I will use the emergency contact details for the nominated party, that was provided in the first meeting. These are kept with your child's information in a safe and secure cabinet.

MISSING CHILDREN PROCEDURE

If a child is missing and we cannot locate them the following procedure will be carried out:

- If a child cannot be placed and we believe they are missing the first thing we will do is contact the parents or carer
 - We will then contact the emergency services and report the child missing
 - If staffing allows we will then go and look for the child, retracing our steps
- A detailed report will be carried out and all staff members will be asked for a statement in writing