

EMERGENCY PROCEDURES POLICY

Statement of intent

An emergency is an event, which threatens to disrupt the normal running of our pre-school. This includes fire, burglary, accidents and adverse weather. This list is not exhaustive and includes situations where the staff/ child ratio has become insufficient to guarantee the safety, health and well-being of our children.

Emergencies may happen inside the pre-school or outside it, during session times or outside hours. This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.

In an actual emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life changing situations.

Methods

All staff and the Committee members should have a copy of the emergency procedure, be familiar with its contents and keep a copy at home. In an emergency, there may not be access to the pre-school room, so key details such as child name, contact numbers, sessions attended should also be kept securely with the procedure, off-site, by the pre-school leader and the Office Manager. As the pre-school premises are rented from Newlaithes Primary School and Leeds City Council, our pre-school will always be affected by any school closure. We will follow the advice of the school in responding to an emergency or initiating pre-school closure based on an emergency.

If the pre-school initiates closure, the pre-school leader will inform the school office. We prepare for emergencies by having an up-to-date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contact lists up to date.

In case of an emergency in the school, the Headteacher will take overall charge and the pre-school leader(s) or deputy will work closely with them.

The school contingency plan is as follows: The priorities are:

1. the safety of children
2. the safety of staff and other adults.
3. minimise damage to buildings
4. getting back to normal as soon as possible.

The Headteacher will decide whether or not the school buildings (including the portacabin) should be evacuated. The Headteacher or school office is responsible for calling the emergency services. As part of the pre-school emergency evacuation

procedures, pre-school staff should also be familiar with the process for calling the emergency services themselves. For example, if a fire is discovered in the pre-school, they should initiate calling the emergency services as well as raising the fire alarm through the school office and evacuating the children.

The school is responsible for locating and turning off water, gas and electricity as necessary.

Staff must contact the persons on the 'Emergency Contact List' (**see Appendix D**) if the children can remain in pre-school and finish their session but the staff/ child ratio has been affected by the emergency. They must contact each person on the list until they have sufficient staff and/ or Committee members to cover for the remainder of the session.

If parents/ carers have to be called to collect their children, all children will be looked after safely by staff until they can be contacted. Staff must contact the persons listed on the 'Emergency Contact List' first to enlist help with the supervision of the children and/ or phone calls. Newlaithes School staff will be approached in case nobody on the 'Emergency Contact List' can be reached or access pre-school.

Depending on the emergency, the children may be looked after in the pre-school room, it may be in the school hall, any other school room or it may be outside. If parents/ carers cannot be contacted, the Uncollected Child Policy will be followed. Telephoning parents/ carers to ask them to collect their children will be the responsibility of the staff on duty.

The 'Emergency Contact List' is on display in the pre-school office (cabinet). The Office Manager is responsible to keep the list up-dated.

Fees

If the Pre-school is forced to close because of an emergency, fees will not be refunded for closures of up to a week (5 pre-school days over the academic year). After this period, the Committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than a week.

Extreme Weather Conditions

Local radio plays a key role in an emergency, as it is the only way information can be transmitted rapidly. In extreme weather conditions you should tune to Radio Aire (FM 96.3) or BBC Radio Leeds (FM 92.4). Parents are advised not to ring the radio stations but to stay tuned for further details. Any unforeseen closures will be posted through our text service, Newlaithes School office, at the portacabin or on our website as soon as possible.

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