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Accident and Emergency Procedures



Where possible we intend to keep the children in our care safe from harm at all times, however to enable the children to be independent learners and experience a wide range of activities, it is inevitable that they will be exposed to a mild degree of risk beyond our control. We hope to minimise the risk of accidents and emergencies by:

- Carrying out daily risk assessments to ensure the environment and resources within it are fit for purpose *(Breakfast club staff)*
- Adhering to and regularly reviewing written risk assessments that are in place, to ensure we highlight and address dangers in relation to the environment, activities, trips out etc. We then continually evaluate the need for further management plans, by reviewing our accident log of injuries that have occurred at the setting *(Management/ Staff team)*
- The fire alarms are tested regularly *(Church coordinator)*.
- Keeping a fire blanket in the kitchen area *(Breakfast club staff)*.
- Regularly practising, reviewing and updating the emergency evacuation procedure. We record dates and times of fire drills *(Management/ Staff team)*.
- Keeping a first aid box/ PPE within our play room cupboard for easy access whilst at the setting and carrying a travel first aid kit during planned trips out. Both are checked regularly to ensure contents are in date, remain sealed and are replaced once used *(Management/ Staff team)*
- Ensuring all staff attend paediatric first aid training, every three years *(Management/ Staff team)*
- Obtaining written permission from parents/ guardians on admission to the setting to seek emergency treatment for their child if it is needed *(Management)*.
- Ensuring that we have a telephone to hand at all times with the necessary contact numbers we may require in the event of an emergency (i.e.: parents, nhs direct helpline, emergency back up cover) *(Management)*.
- Having an illness policy in place *(Management)*
- Keeping the daily board and registers up to date with children who have arrived/left the building *(Management/staff team)*

Should an accident occur we will:

- Firstly, reassure the injured adult/ child whilst making sure that the other children in our care are safe *(Staff team)*
- Should the incident be minor then we can with prior permission administer basic first aid *(Staff team)*
- Should the incident be more serious then we will call 999 and accompany the child to the hospital. Regardless of the severity of the injury, the child's parents will be notified and given a copy of the accident/ incident form they have signed *(Management/ Staff team)*.
- If necessary, emergency back-up cover will be contacted to cover the absent member of staff so that the uninjured children are cared for effectively *(Management)*.

Should there be significant damage or the threat of significant damage to property/ immediate environment (Fire/ flood/ gas leak/ bomb threat) etc:

- Please refer to emergency evacuation policy

Should there be severe weather we will:

- Seek ongoing guidance from the met office/ our local authority *(Management)*.

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- Keep parents notified and ask them to collect if deemed necessary (*Management/ Staff team*)

Should there be a Public health incident we will:

- Seek advice from the South West Health Protection team (Telephone 0300 303 8162) in addition to our local authority advisors (*Management*).
- Write and implement a specific risk management plan following guidance obtained and share this with parents and visitors (*Management/ Staff team*).
- Identify and prioritise the care of the children of keyworkers during times of significant infectious disease incidents (*Management*).
- Share play ideas virtually and keep in touch to provide support during periods of lockdown (*Management and staff team*).

Lock down procedure:

This would be implemented as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting. An example of this may be an environmental health risk (ie: pollution), disturbance/ incident within the local community, dangerous animal within close proximity or an intruder on site.

During a lockdown parents should:

- Wait for us to call you to let you know when you should collect your child, so we can keep telephone lines free. (*Parents/ Management*)
- Stay away from the setting as this could place themselves or others in danger (*Parents*)

During a **partial lockdown** within the setting:

- All outside activity will cease immediately, children and staff will return to the inside of the building or staff to use their judgement to decide where will be safest. (Staff will use the words 'stray dog' as a means of communicating the alert to other staff). All staff and children should remain in the building/safest place and external doors and windows should be locked, blinds should be pulled down. (*Management/ Staff team*)
- Free movement may be permitted within the building dependent upon circumstances (*Management*)

Advice will be sought as necessary from the appropriate department and parents notified (*Management*)

- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off (*Management/ Staff team*)
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants (*Management/ Staff team*)

During a **Full lockdown** (which refers to an imminent threat or could be an escalation of a partial lockdown) within the setting:

- All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately call 'stray dog' so that everyone can hear, alerting staff in other area's as well (*Management/ Staff team*) .
- Count the children as they come inside or are moved to safety, checking the total with the register. Immediately check in the garden if any children are found to be missing. All children and staff should return to/stay in the building/safest place. Manager to collect the mobile phone with contact numbers on (*Management/ Staff team*).
- External doors should be locked (*Management*)
- Internal doors might be locked (*Management*)

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- Lock windows, close blinds on internal door windows (so an intruder cannot see in) *(Management)*.
- Depending on location of threat, Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls *(Management/ Staff team)*.
- Call 999 to report the incident and follow their instruction *(Management/ Staff team)*..
- Turn off lights, computer monitors *(Management/ Staff team)*
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position) *(Management/ Staff team)*
- A register should be taken and headcount completed of all staff and children at the setting. If anyone is missing then *the manager* will search the building.
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.
- If children are due to arrive or have gone out on a trip we will endeavour to contact these children to advise them not to return but to wait at a nearby place of safety *(Management)*.
- We would remain within the building (not venturing into either the front or back garden) until the all clear has been given by the authorities *(Management/ Staff team)*.
- On being told to do so by the police, we would email/ ring parents to notify them of the incident. The setting telephone would be manned to receive incoming calls *(Management/ Staff team)*

To reduce the risk of someone entering the building to cause harm, procedures include:

- A member of staff is located on the front door during busy drop-off and collection times.
- The front door is locked after these busy times and parents ring the bell/ knock for entry. When other users are in the church our playroom doors are locked.
- Padlock on the back gate to the garden
- We have a password and ask for a description of anyone collecting a child who we haven't seen before.
- Parents told to inform us if anyone other than themselves are collecting/dropping off
- Staff to be vigilant at all times to people around the setting, garden area or in the car park area.

After lockdown has taken place:

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown. Following the need for lockdown, the setting management will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development. A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident). PLEASE NOTE: Staff will practise this termly, but the children will just be told it's just for a 'stray dog' so it doesn't cause them undue stress.

Recording:

We will record all details on our accident forms (on tapestry) or Incident Forms and make these available for parents to sign and keep a copy (either a hard copy or viewable on tapestry).

If the incident is significant, we will inform Ofsted, the local child protection agency and our insurance company as soon as possible.

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Emergency staffing:

As an Ofsted registered setting we have a responsibility to ensure that we provide adequate levels of staffing for the children in our care (staff: child ratio for 3-4 year olds is 1:8 and staff: child ratio for 2 year olds is 1:5 - where possible we still work to 1:4). Although we meet this requirement, there may be times due to unexpected staff absences (i.e.: sickness/ an emergency) that we need to seek additional staff cover. Should this occur then we will follow the steps listed below.

1. Where possible to promote consistency for the children; existing members of staff (who are on a day off) should be contacted first.

Deb Curley
Helen Franks
Catherine Bavin
Grace Brzezicki
Tiffany Kadji
Callie Mogg

- We expect that parents will contact us in the event of any accident or emergency which may befall them. Should it not be possible for parents to contact us, then we will keep the children safe until such time as parents can make contact with us. Please refer to uncollected child policy.

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