

D.P.S.

Out of School Club

**Managing Emergencies
Policy**

MANAGING EMERGENCIES POLICY

Principle

DPS Out of School Club believes that the safety of those in our care is of utmost importance. We endeavour to provide the children with a healthy, safe and stimulating environment in which to work and play.

Statement of Intent

At DPS Out of School Club management endeavours: to ensure that a high level of health and safety is maintained at all times for all those coming into contact with our setting; all children, parents, staff and volunteers are aware of health and safety issues; to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

DPS Out of School Club regards the safety and well-being of all the children within our care as paramount. It is therefore our policy to provide children with a safe environment in which to play, learn and develop.

Procedures

Emergency Evacuation / Closure

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe.

If it is necessary to evacuate the Club, the following steps will be taken:

- All children will be escorted from the building to the assembly point using the nearest safest exit.
- If appropriate the Leader (or in her absence the Deputy Leader) will ring the emergency services.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including contact details) providing that this does not put anyone at risk.
- Before leaving the building the designated person will close accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing the emergency services will be informed immediately.
- The Leader / Deputy Leader will contact parents to collect their child.
- All children will be supervised until they are safely collected.

Emergency Planning

There may be a number of eventualities that would lead to emergency plans to be put into action. An emergency plan will be in place to help staff respond effectively to an emergency and cover a range of potential incidents that could occur, including:

- Serious injury to a child or member of staff
- Fire
- Power cuts or failed heating system
- Severe weather including flooding and snow
- Public health incidents

Medical Emergencies

- At least one member of staff on duty will have up to date First Aid training. All staff members will be given the opportunity to complete the relevant training.
- Parents will provide permission for first aid administration and any relevant information regarding medical concerns and update staff of any changes.
- In the event of a serious injury or illness of a child or staff member, emergency services will be contacted. Every effort will be made to contact parents/emergency contacts that have been listed on a child's registration form.

Fire safety

- Children will be introduced to the fire safety procedures through regular fire drills.
- Fire drills will be practised monthly and a Fire Drill Log kept. This will include a record of the date, children/adults present, route and time taken.
- Staff and children will be made aware of the fire exit routes and assembly point.
- All staff are made aware of their designated duties in the event of an emergency.
- New staff members / volunteers will be made aware of such procedures through their induction.
- Fire extinguishers, fire alarms and smoke alarms are tested in accordance with manufacture's guidance.
- Fire exits are clearly labelled and remain unobstructed at all times.
- In the event of a power cut or similar situation, the person in charge will evaluate the possible impact on the children present. If deemed necessary a decision will be made whether or not parents should be contacted to arrange early collection.

Links with other policies:

Health and Safety Policy
Security of the Setting Policy
First Aid Policy
Collection Policy
Child Protection Policy
Managing the Risks Associated with the Individual Service User

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: D. Thompson
(on behalf of the management team)

Position: Chairperson

Date: 26/7/2016

Reviewed on:

Date: July 2017 Signed: D. Thompson

Date: May 2018 Signed: D. Thompson

Date: July 2019 Signed: D. Thompson

Health and Safety Policy
Security of the Setting Policy
First Aid Policy
Collection Policy
Child Protection Policy
Managing the Risks Associated with the Individual Service User

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: *J. Thompson*
(on behalf of the management team)

Position:

Date:

Reviewed on:

Date: *December 2020* Signed: *J. Thompson*

Date: Signed:

Date: Signed: