



Early Years and Pre Prep Emergency Procedures	
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Policy Owner	Head of Early Years and Pre Prep
Authorised by	Chair of Governors
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Circulation	All EY Staff SLT Governors
Publication	Parents and Website

Early Years and Pre Prep Emergency Procedures

Introduction

We recognise that all members of the school staff, including volunteers and peripatetic staff, share the duty of care for children at the school. We aim to ensure that the health, safety and welfare of all pupils is paramount. This policy should be read in conjunction with the school's Critical Incident Policy, Health and Safety Policy Statement and Safeguarding policy which includes Child Protection procedures.

All teaching staff, in any emergency, should use their professional judgement and discretion in the decision making process. These procedures should be followed as far as possible.

Please familiarise yourself with the following procedures: (found in Matrons, noticeboards and on isams)

- Fire Practices – exit routes, muster points, registers
- Medical injuries – head injuries, eye injuries, etc
- Medical conditions – care plans, allergies, seizures, asthma attacks, anaphylactic reaction etc

Lost Child Procedure

- Notification to colleagues of missing child and search of premises with immediate effect.
- Identify time of last point of contact / sighting.
- Contact parents to inform, and check / confirm collection arrangements.
- Telephone Police using 999 call, having followed up all other possibilities.
- Continue to widen search.
- When child is found re-establish 'signing-out' procedure at the end of the day.

Children not collected at the end of session, procedure:

- Contact parents to establish time for collection.
- Child handed over to Early Years Pre Prep member of staff responsible for Teatime Club. Where a child is not collected, staff will follow the school's Uncollected Child Procedure and Safeguarding Policy. Appropriate supervision will be maintained until the child is collected or further safeguarding action is required.