

EARLY DAYS NURSERY LTD

FIRE DRILL AND FIRE EVACUATION PROCEDURES

- In the case of a fire on our premises, the fire alarm will be automatically activated or be activated by a member of staff.
- The Nursery Manager (or Deputy) will ring the Fire Bell making sure that all rooms and external chalets are aware that a fire drill or evacuation is happening.
- The room leader in each room will collect the register.
- The Nursery Manager or Room Leader will ensure that the Visitor and Day Books are collected.
- All other members of staff in the room will direct or carry children through the closest marked fire exit, away from the building to the Assembly Point on the far right of the playground.
- The Room Leader in Class 1 will check the Sleep Room.
- The Room Leader(s) will leave their room once they have ensured all children and staff have been evacuated from their class.
- All visitors will be directed by members of staff to the Assembly Point on the far right of the playground.
- The Nursery Manager (or Deputy) will check the toilets and play areas to ensure that all children have been evacuated and will close doors and switch off the lights.
- The Room Leader for each class will call out their respective room register and liaise with the other classes.
- The Nursery Manager or Room Leader(s) will call out the list of visitors.
- Staff, children and visitors should remain in the Assembly Point area until the all clear is given by other nursery staff or the emergency services.
- Fire extinguishers within each classroom are clearly identifiable with proper fire safety signage.

IT IS IMPORTANT THAT ANY EVACUATION IS CARRIED OUT QUICKLY AND THAT TIME SHOULD NOT BE SPENT IN COLLECTING PERSONAL OR OTHER POSSESSIONS.

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SAFEGUARDING PROCESS

If you notice any safeguarding concerns regarding any children or staff on our nursery premises whilst on your visit, please notify Gina Chamberlain, our Nursery Safeguarding Designated Lead. Gina will document your concerns and report them on your behalf.

Alternatively, you can call:

- LCSS (Locality & Community Support Service) on 0345 241 2608
- MASH (Multi-Agency Safeguarding Hub), the team that any concerns might be referred to, on 0345 050 7666
- LADO (Local Authority Designated Officer), the service for reporting any concerns regarding any staff within the nursery. Please contact Alison Beasley on 01865 815956