

Emergency Procedures Date

Last review date – 13<sup>th</sup> November 2021

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To be reviewed – November 2023

#### Accident / Injury procedure

All staff are given First Aid training and a First Aid kit is kept accessible at all times. Parents / carers will be made aware of any incidents whilst their child is in our care as soon as is reasonably possible. All accidents will be recorded, and parents will be asked to sign to show they have been informed. Parents / carers are asked to make staff aware of any injuries the child has when they arrive at a session which will also be recorded in order to safeguard children

#### Arrival / Departure procedure

During nature nursery and holiday club sessions where Derby Forest School assumes sole care for children, parents are asked to ensure that their child is passed to their child's keyworker with a verbal update of anything that is likely to be relevant during that day's session. (Sleep, food, injuries) Children will only be released to adults who have permission to collect them. Parents provide a list of people authorised to collect and are asked to tell staff if someone other than themselves will be collecting the child so that they know who to expect and can talk to the child accordingly. A password is also provided to be used in exceptional circumstances where parents need to send someone to collect who has not been previously named.

#### Child not collected

When a child is registered at Derby Forest school parents / carers are asked to provide contact details for at least one other person that we can contact in an emergency. If a child was not collected at the designated time, we would wait up to 15 minutes before phoning the parent. If we were unable to contact them, we would wait an additional 30 minutes before phoning the other named contact. If we were unable to contact either party after two hours, we would contact Children's Social Care / Local Police.

#### Lost child

When children first attend sessions with Derby Forest School we practise playing "1,2,3 Where are you?" on a regular basis. In the event that we lose sight of a child we would call "1,2,3 Where are you" with the child's name up to three times, we would then use our emergency call to bring all the children back to us. If the child was still missing one adult would take responsibility for keeping the remaining children safe whilst others searched the immediate area. If we were unable to find the child within 15 minutes, we would contact any available help on site and emergency services and then contact the next of kin.

#### Fire safety and evacuation

Due to the nature of Forest School the majority of time will be spent outside. Where we have use of a building, leaders will ensure that they are familiar with the location of fire safety equipment and the

evacuation procedure for that individual location. Where appropriate, evacuation procedures will be practised with children on a regular basis.