

Managing Emergencies

We are committed to dealing efficiently and effectively with any emergencies that may arise while children are in our care. Parents/carers are required to sign the consent form as part of your child's registration. This enables the Manager or any other member of trained staff permission to administer emergency medical treatment for the child in an event of an emergency at the setting.

In the event of an emergency at the setting the following procedure will apply:

- In the first instance, the first aider will be notified and take responsibility for deciding upon the appropriate action.
- The first aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for a parent/carer to arrive.
- If the child needs to go straight to hospital the ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital if appropriate.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision until the parent/carer arrives.
- The manager and any other relevant staff members will consider whether the accident or incident highlights any actual or potential weaknesses in the settings policies, procedures or risk assessments and act accordingly to make any adjustments where necessary. The manager will notify the insurance company and the Registering body of the incident.

Fire safety

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangement are in place, such as, evacuation, firefighting equipment and major spillages. Holy Trinity After School ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. To achieve this, we ensure:

- All staff have received training in fire safety sufficient to be competent to carry out risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our evacuation procedures are clearly displayed in all rooms.
- In house fire safety training will be provided for all new members of staff during the induction process.
- Evacuation procedures are practiced regularly to ensure all staff, children, students and volunteers are familiar with the procedure.
- Records are kept of fire drills and the servicing of fire safety equipment. These records are then used to evaluate if any changes need to be made to our evacuation policy.

Closing the setting in an emergency:

In very exceptional circumstances, Holy Trinity After School Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions, (Combined with heating failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Serious accident or illness.

In such circumstances, all staff and children will assemble at the pre-arranged venue, where a register will be taken. Steps will then be taken to inform parents/carers and to take necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.