

Fun 4U Club

17 Managing Emergencies policy and Procedures

Principle

We aim to have contingency plans in place should an emergency situation ever arise at Fun 4U Club.

Statement of intent

Fun 4u club believe that:

- A plan of action is essential for the welfare of all staff and children at Fun 4U Club in the event of any emergency.
- Trial runs of this emergency plan should be carried out at least once a term by staff to ensure that all staff are aware what would happen. This emergency plan would be simulated during a staff meeting in the evening.

Procedures

- Should an emergency arise such as a fire where we must evacuate the building and car park, staff should follow the fire drill procedure.
- Take all of the children to the fire assemble point, proceed to contact parents/guardians and ask them to collect their children immediately
- The manger or deputy leader in charge will contact all the required authorities in relation to the emergency, including the owners and our registering body Southern HSC Trust.
- Details of the event will be recorded in our incident file.

Should an emergency arise where we have to evacuate the immediate vicinity such as a bomb scare, gas leak, serious accident etc. where it would be unadvisable to assemble at the designated fire point then the children should all be taken to the Elm Church car park and the above steps should be followed.

In unfortunat event of an accident occurring to a child at Fun 4U Club, on a trip or in case of an emergency which requires hospital attention then the manger or deputy leader will contact the child's parents/guardians immediately and then take the child directly to hospital or call for an ambulance, whichever will be quicker or safer.

Parents/Guardians will be expected to meet the staff member and child at the hospital. The staff member will remain with the child, reassuring them and comforting them until the parent/guardian arrives.

The staff member will remain there until the parents have been given full and detailed information about the emergency which arose.

Full details of the incident will be recorded and where appropriate the matter will be reported to the Southern HSC Trust and Health & Safety Executive, in accordance with legislative requirements.