**Emergency and Fire policy & procedure**

This policy is inclusive to all families, children, students, volunteers. A risk assessment is conducted to identify potential emergencies that are relevant to the setting when preparing the emergency and evacuation procedure.

Circumstances under which an evacuation/lockdown will occur are as follows:

* An act of terrorism.
* The actual or threatened release of hazardous substances.
* Fire.
* An unstable or collapsed structure.
* The risk of explosion.
* Severe weather, including widespread flooding.
* Environmental contamination.
* Child injury or accident

Whilst caring for all children I will be constantly aware to keep them safe, always trying to minimise risks.

It is necessary that my premises is checked and meets the National Standards for childminding outlined by the Care and Social Services Inspectorate Wales (CIW). I will also regularly update, review and practice my safety routines.

I am legally required to have a valid Paediatric First Aid certificate. This allows me to administer basic First Aid treatment. My first aid box is clearly labelled, easily accessible and stored on a shelf in the utility room adjacent to the Playroom. Parent emergency contact numbers are with the first aid box. My First Aid certificate is clearly visible in the Utility room and renewed every 3 years.

**Fire safety**

My home has been checked by CIW and it meets the national minimum standards. I will be responsible for health and safety and will undertake a fire risk assessment. My setting is also a non smoking setting. I have 3 exit points to my setting. 2 main doors at the front of the property and 1 door to the back of the property leading into the garden area. There are fire alarms situated in the kitchen, main hallway, top of the stairs, main lounge area and dining area. There is also a carbon monoxide detector in the kitchen area and one by the gas fire in the lounge space. The smoke, fire and carbon monoxide alarms are regularly tested which is then logged along with the date. I will have a fire blanket in the kitchen.

When conducting the regular fire drill, it will be done in a game like fashion so as not to frighten the children. It will also be age appropriate to the children in my care. Children will be shown where to go in the event that we need to get out of the house in an emergency.

Throughout the drill I will give explanations as to what we are doing and where we are going. By carrying out these drills regularly the procedures will be re-enforced, encouraging the children to become familiar with the emergency escape routes. After the fire drill, the children will be encouraged to talk about the event and they will be asked things such as “what should you do when you hear the alarm?” and “where should you be when the alarm sounds?”

In case of a fire breaking out downstairs the children will be kept together and evacuated through the nearest exit. Older children will be encouraged to walk whilst younger children and babies will be carried to safety with care.

Practice fire drills will be practiced on a regular basis as well as being reviewed. Well rehearsed fire drill will ensure that everyone understands the procedure and that it has been rehearsed.

I will ensure that everyone visiting the building is protected from the danger of fire. To ensure this, I will:

* undertake a fire risk assessment, recording and updating it regularly or when there is any change in the circumstances.
* ensure that the visitors receive detailed guidelines on fire safety regulations and that they implement them e.g., vacating the building in the case of a fire.
* ensure that there is an appropriate fire extinguisher in a prominent and convenient location and that it is positioned in accordance with the Fire Service’s guidelines.
* ensure that there are clear and detailed guidelines on how to act in the case of a fire on display in a prominent place in the building.
* test the fire alarms weekly, keeping a record of every test.
* ensure that the electrical equipment is inspected regularly, and a record kept of the inspections.

**Procedure in the case of a fire**

When the fire alarm sounds and it is not a drill You MUST react immediately.

* I will gather all the children to the fire door (door in which children entre and exit the setting) and /or the addtional front door to the setting.
* The register, children’s emergency contact details, visitor’s book and my mobile phone will be collected.
* Count the children as they leave the room.
* Walk the children out of the door and out of the building to the fire assembly point which is located on the pavement attached to the front garden area.
* Register the children and ensure they are comfortable.
* Fire crew are immediately informed of any missing children
* Nobody should re-enter the building after the fire alarm sounds.
* I will only return to the setting with the children when it is safe to do so
* If it is not safe i will contact parents/guardians to collect the children and i will notify CIW.

**Lockdown**

In situations where lockdown might be necessary i will assess the likelihood of immediate danger and put measures in place until the emergency services arrive. Police and Local Authority will be informed that there is a lock down, giving exact location, numbers locked in, means of contact, and any other important information. I will comply with the advice of the Emergency Services at all times and notify CIW.

Lockdown procedure

* Stay calm.
* I, along with the will children, will stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
* Close curtains and blinds where possible.
* Turn off the lights and electrical devices.
* Stay away from windows and doors.
* Stay low and keep others calm.
* Do NOT make non-essential calls on mobile phones or landlines.
* If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

**Procedure in Case of Accident**

Firstly, I will reassure the injured child while making sure any other children in my care are also safe. This may mean securely strapping a baby in a buggy/swing/bouncer or sitting an older child in a safe place where I can still see them. When reassuring the child, I will use the method of T.L.C and/or cold compress should the injury or child calls for it.

All accidents will be recorded using the Accident Form.

If I am unable to deal with the accident, I will ring 999 for help and seek help from the nearest responsible adult to help.

Should I need to accompany or take a child to hospital, I will either take the other children with me or call my emergency backup cover. This will be another registered childminder or responsible adult. Of who will be known to the parents and named below.

Emergency backup cover name and number – Billy Kennedy-brown 07961626474

My emergency backup cover will contact you if needed and at this time you will be expected to collect your child immediately. Should I be able to deal with the accident myself then I will inform the parents immediately.

If I am to take the child to hospital or accompany them I will contact the parents and request they meet me at the hospital. Should myself suffer the accident I will get the nearest responsible adult to help while my emergency backup people are contacted.

I will have access to a signed copy of the permission form incase your child needs hospital treatment before a parent/carer can be contacted. I will be using PACEY accident, incident and medication book for my setting.

Details of Back Up Registered Childminder: Charlotte Goldup 07581460829

The safety of children in my care is always put first and I will do all that is possible to ensure that they are reassured and kept calm in an emergency.

This emergency policy for LittleCwtch Childminding was passed for use

Date: 10/03/2022

By: Position:

Date of planned review:

I have read and understood the procedure for in the event of a fire or accident. I give my permisson for the named emergancy back-up people to have my contact details for use in an emergancy. I give permission for my child/ren to be taken to hospital and be given emergancy treatment providing every effort has been made to contact me.

Child/ren name and date of birth :

Childminders name and signature: Rowan Kennedy-brown

Date:

Parent name and signature:

Date: