

Safeguarding and Welfare Requirement: Health

Providers must keep a written record of accidents or injuries and first aid treatment.



Evacuation Policy

Policy Statement

Our setting is committed to ensuring the safety and wellbeing of all children, staff, and visitors. In the event of a fire or other emergency requiring evacuation, we will follow clear procedures to ensure everyone leaves the premises safely and quickly.

This policy should be read in conjunction with our **Fire Safety Policy**, which outlines fire prevention measures, equipment maintenance, and fire risk assessments.

Purpose

The purpose of this policy is to:

- Ensure safe and efficient evacuation of the premises
 - Clearly define staff roles and responsibilities
 - Minimise risk and confusion during an emergency
 - Meet statutory safeguarding and health & safety requirements
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Types of Emergency Requiring Evacuation

Evacuation procedures may be activated in the event of:

- Fire or suspected fire
 - Smoke detection alarm activation
 - Gas leak
 - Bomb threat
 - Structural damage
 - Any other situation where remaining in the building poses a risk
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Evacuation Procedure

In the event of the fire alarm sounding or instruction to evacuate:

1. **Stop activities immediately.**

2. **Lead children calmly to the nearest safe exit.**
3. **Do not stop to collect personal belongings.**
4. **Close doors behind you if safe to do so.**
5. **Proceed directly to the designated assembly point.**
6. **Do not re-enter the building until authorised to do so.**

Staff must remain calm and reassure children at all times.

Roles and Responsibilities

Designated Fire Warden / Manager

- Ensure emergency services are contacted
- Take the main register and visitor log to the assembly point
- Conduct headcount and confirm all persons are accounted for
- Liaise with emergency services

Room Leaders / Staff

- Escort children safely from the building
- Take room registers where applicable
- Conduct immediate headcounts
- Report any missing persons to the Manager immediately

All Staff

- Be familiar with exit routes
 - Know the location of fire extinguishers and alarm points
 - Follow procedures outlined in the Fire Safety Policy
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Assembly Point

Our designated assembly point is:

In the back garden beside the fence

Children and staff must remain together at the assembly point until instructed otherwise.

Children with Additional Needs

Individual evacuation plans (PEEPs) will be in place for children or staff with additional needs to ensure safe evacuation.

Visitors and Contractors

Visitors must sign in on arrival and will be directed by staff during evacuation. The signing-in system ensures all visitors are accounted for.

Fire Drills

- Fire drills are carried out at least **termly** (or as required by regulation).
- Drills are recorded, including date, time taken, and any issues identified.
- Procedures are reviewed following each drill to improve practice.

Details of fire drill frequency and equipment checks are outlined in the **Fire Safety Policy**.

Training

All staff receive fire safety and evacuation training as part of induction and ongoing safeguarding training.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- There are changes to the building layout
 - There are changes in legislation
 - Following a significant incident
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Policy Review Date: sept 2026

Next Review Date: sept 2027

Responsible Person: Janine Lissack