



Fire Safety procedure / Evacuation procedure.

The school test the fire bell once a week on a Friday morning.

The school test all fire prevention equipment once a small term.

Preschool have a fire blanket securely attached to the wall besides the cupboard.

Preschool and school carry out a whole school fire evacuation test each small term.

For this process, real or practise, preschool staff must:

Respond to the alarm or sound the alarm if we discover there is an emergency (Break the glass on the alarm by either door).

Remain calm

Gather the children at the external door if they are inside or at the gate to reception if they are outside.

A member of staff must check the toilets and collect any preschool children and then close the door behind them. The nearest person will notify others that this is being done.

If children have been playing outside a member of staff must check the wooded area before leaving the grounds. The nearest person will notify others that this is being done.

If possible collect the mobile phone, the register and the yellow folder for contact numbers. The manager/deputy manager will do this or quickly allocate this role to another adult.

Adults will escort preschool children across to the congregation point in the playground.

Children with no shoes on may need to be carried.

Children who have a tendency to wonder will hold hands with an adult, as will very young children.

Staff will reassure the children throughout the process.

A head count will be undertaken both at the gate (if possible) and then at the congregation point.

In the case of a real emergency:

Telephone the necessary services unless the school have already done so.

Telephone carers as soon as safe to do so informing them of their child's location and how to collect them.

No one will return to the building until the emergency services has deemed it safe to do so.

Ofsted will be informed of the incident as soon as possible.

A floor plan can be found on the wall showing emergency exit points. Staff and volunteers are made aware of this on induction.

Any safety concerns emerging after each practice will be reflected upon and solutions found to ensure safety at all times.