

Emergency Response Plan

Aims and objectives

The aim of the Nursery Emergency Response Plan is to manage the effects of any emergency which might occur within the school so that every reasonable step is taken to:

- prevent or minimise the loss of life and injury to children and staff;
- alert relevant parties, e.g. the emergency services, the local authority, Ofsted, and parents/carers
- take control at the scene until the emergency services arrive;
- minimise disruption to the normal daily routine of staff and children;
- support staff, children and parents in the aftermath of an incident;
- ensure effective working with the media.

We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

Who has the Nursery Emergency Response Plan?

Copies will be found in the register, and displayed on the office wall, in the safety folder and at the homes of all senior staff.

Nursery Details

The Willow on the Farm Nursery School
Nill Farm
Hook Norton
Banbury
Oxfordshire
OX15 5DG

01608 737783

The basic emergency plan

Evacuation:

To evacuate the building quickly and safely ensuring that we have:

- Full copy of the Emergency Response Plan Policy
- Sign in sheet/Visitors Book
- Register
- Emergency Contact details for all children, staff and volunteers for a role call at the emergency assembly point
- Health Care plans and medicines
- First aid kit
- minimum two mobiles
- Torch if dark

and where possible

- Bottle of drinking water
- Snacks
- light blankets
- money

The wall opposite the nursery (with the fire assembly point sign) is the designated co-ordination point. However, if this site has had to be evacuated the designated co-ordination point is the **Hard Standing area where the Parents park.**

The fire whistle will be sounded in the case of any emergency that requires the evacuation of the nursery premises. Procedures and evacuation routes are displayed in each room within the nursery.

Lock In:

In the event that the children need to be safely enclosed within the nursery the staff will blow the wistle intermittently and shout lock in. This could occur if a dangerous animal has got on to the site or if the police have notified us of a risk and told us to stay indoors.

The Headmistress is responsible for:

- taking the decision as to whether to close the school
- managing information exchange between staff, pupils, parents and the local authority

- . contacting parents/carers and inform them of collection procedures for their children
- . liaising with the Fire service and other emergency services.

Teaching Staff and Support Assistants are to remain responsible for the care of the children.

All new staff joining the school are made aware of the plan, and those with key roles take part in annual training and exercises to test its effectiveness.

Types of emergency

The nursery recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. swine flu).

The nursery recognises that some emergencies which occur off the school site can affect its staff or children. Core staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a child or member of staff through natural causes or accidents, or a transport-related accident involving children and/or members of staff.

The nursery adheres to the specific guidance issued by the local authority in relation to school closures caused by severe weather or heating failure. The nursery will inform parents as soon as possible of any likelihood of closure due to severe weather, or if children are being sent home early or at short notice.

The nursery is fully aware of the possible dangers of its proximity to the local main road. All children are given instruction on safe play and safe travel to and from nursery.

Monitoring and review

Fire drills occur on a regular basis, and their outcomes are logged.

The nursery's procedures for emergencies will be monitored by the Headmistress and Manager as part of their regular duties.

This policy will be reviewed every two years or earlier if necessary.

Spread of infection:

Adequate supplies of tissues, hand soap, disinfectants and bins with disposable plastic liners will be kept on hand in order to reduce the risk of the spread of infection.

Should it be necessary to close the setting, the Headmistress will inform the Local Authority, Ofsted and if necessary, the Health Protection Agency. An email will be sent out to parents and carers to ensure all are informed.

A meeting will be organised to address the concerns of parents and staff. Guidance on good hygiene and infection control will be provided.

Children must stay away from the nursery until symptoms have cleared. Temporary staffing arrangements will be made to cover any affected staff.

Incidents that happen to pupils/ teachers outside nursery hours.

All staff have the telephone numbers of the Joint Heads and other members of staff. Depending on the incident appropriate emergency arrangements will be made using common sense.

If additional support such as advice or counselling is needed, then the most senior member of staff will seek out the relevant information and put into place. If the school is unable to open, each group teacher

Communication with the media

The Headmistress will take the lead for dealing with media in the event of an incident.

Staff will not deal directly with the Media. Staff are aware that any comments made to the press could jeopardise any subsequent enquiry following on from the event. Staff are aware that the media can use any method to get a story.

Returning to Normal

The school will seek advice from Oxfordshire's Educational Authority and other appropriate services if necessary. A full debrief will be arranged as soon after the incident as possible and a few months later. All appropriate people will be consulted. Log sheets will be kept of all actions and decisions taken by the staff with time and date. These will be page numbered to ensure every action/ decision can be clearly identified at a future date.

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Dawn Wilson-Fry	05/07/17	July 2018
Dawn Wilson-Fry	31/08/18	Aug 2019