**Safeguarding and Welfare Requirement: Staff – Child ratios**

Staffing arrangements must meet the needs of all the children and ensure their safety.

**Statement of Intent:**

We believe that the health and safety of all our children and staff is of paramount importance and will take the necessary steps to ensure that procedures are in place to keep all our children and staff healthy and safe where possible.

**Risk Assessment:**

* Our risk assessment process includes checking for hazards and risks indoors and outside.
* We have public and employer liability insurance

**Emergency closure:**

The following procedures will be followed should the preschool be required to close due to an emergency situation (this can include outbreak of an infectious disease, extreme weather, no electricity/water, vermin issues, terrorist threat):

* The Manager will liaise with the Directors regarding the closure and reasons for it
* The Manager/deputy will telephone all staff advising them of the situation and the next course of action
* Where the weather is extreme and it is dangerous to travel, we will communicate via Facebook (Ladybirds Preschool Parkside) and Tapestry. For closures longer than 1 day please check our website [www.ladybirdsrus.co.uk](http://www.ladybirdsrus.co.uk) for details.
* Ladybirds’ preschool will endeavour to fall in line with the local school arrangements with regard to closures due to extreme weather/ heavy snow and we will remain in contact with the local schools for updating parents via the above process.
* The Manager will liaise with preschool staff, local schools and Festival Hall Committee regarding any emergency closure to decide the next course of action.
* A notice will be put on the entrance notice board at the preschool hall, advising that the preschool is closed, why and details of who to contact – where possible the notice will confirm the date the preschool will reopen.
* The manager/deputy will contact the following organisations to advise them of the situation, if appropriate:

OFSTED – 0300 123 1231

Health Protection Agency (if health related or infectious disease) – 01489 611 721

Environmental Health Agency (if related to environment including vermin, sewerage leak) – 08708 506 506

Upon re-opening the preschool, a follow up communication will be sent to all parents/carers and OFSTED confirming why the preschool had closed and what action was taken to rectify the situation and ensure that where possible it does not reoccur.

Evacuation procedures are;

**FIRE EVACUATION** – appendix 1

The fire whistle will be blown by a practitioner. On hearing the whistle staff will evacuate all children using the designated fire exits and muster in the green area behind the Festival Hall at the furthest point from the building. A call to relevant emergency services will be made (evacuation point 1). A headcount will take place to confirm that all attending children and adults have been successfully evacuated. An emergency bag containing child/staff register, contact telephone numbers, first aid kit, mobile telephones, walkie talkies will be taken. For children with care plans – a copy of the care plan and relevant medication will also be included. If it is necessary, a decision will be made to continue to evacuation point 2 – the children’s play park on the veracity.

If instructed by the emergency services, we will evacuate to evacuation point 3 – Ludlow Infant Academy.

Parents/carers will be contacted if the premises is unsafe to return to and informed where to collect children from. Staff will remain with the children, keeping within statutory ratios, until all children are collected. The Manager and/or Deputy will stay until all of the children are collected.

**BOMB EVACUATION**

On receiving an alert the staff will evacuate as detailed for FIRE EVACUATION, proceeding directly to evacuation point 2 and onward to evacuation point 3 if instructed by the emergency services. The evacuation will pause briefly on exiting the school premises to do a headcount to ensure that all staff and children are accounted for. Relevant emergency services will be called. Once evacuated to evacuation point 2 (as for FIRE EVACUATION) notification and collection procedures will be carried out as per FIRE EVACUATION.

**‘LOCK-DOWN’ PROCEDURE**

A LOCK-DOWN is an internal safety procedure to use in the unlikely event of persons entering the preschool that are deemed to be a safety risk to children and/or adults. If a threat of this kind is identified, the preschool will carry out a practiced procedure where children and adults will quietly congregate in an area of the preschool room, out of sight of intruders. Relevant emergency services will be called. Blinds will be pulled down and staff/children will wait quietly until emergency services notify the preschool that the area is now safe.

Parents will be notified to collect children once the emergency has passed.

**PRACTICE DRILLS**

In order for the above procedures to be carried out swiftly and safely in the event of an emergency, practice drills will be carried out on each of the emergency procedure listed above. In order not to cause unnecessary risk or duress to preschool children, evacuation point 3 will NOT be used for a practice drill. The practice will comprise an evacuation to the evacuation point 1 and/or 2.

The preschool carry out regular, additional practice drills in order to ensure that all children, despite their attendance pattern practice evacuations. Children become used to the practices and see them as small adventures, rather than being upset or worried, and would therefore be much calmer in a real emergency situation.

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| --- | --- | --- |
| Document ID- | Policy adopted by Directors July 2019 | Reviewed by : Ladybirds Directors |
| Date reviewed | November 2020 | Diana Buckell |
|  | 18/06/2023 | ZMH |
|  |  |  |

Appendix 1

**Ladybirds Parkside – Emergency/Evacuation Procedures**

**On discovery of a fire or emergency that requires evacuation a whistle will be sounded and/or announcement – EMERGENCY EVACUATION – sounded on the walkie talkies**

**Immediate evacuation will take place, leaving the building to the garden, heading through the double gates adjacent to the Little Ladybirds Garden and assembling in the rear outdoor area (1st evacuation point) DO NOT STOP TO COLLECT BELONGINGS OR PUT ON COATS, SHOES ETC. DO NOT ENTER THE BUILDING IF YOU ARE OUTSIDE – PROCEED TO EVACUATION POINT**

**The following will be collected en route: setting mobile phone (manager/deputy), evacuation bag (manager/deputy), any available tablet/devices (all staff), register (manager/deputy), any emergency medication (manager deputy), first aid kits (all staff), setting keys (all staff)**

**Children will be lined up, register taken and all children and adults accounted for. If necessary, emergency services will be called using mobile phone.**

**Further actions will be agreed at this point: if necessary, group will move to evacuation point 2 – children’s play park. Staff will be allocated to groups of children and tasks. Once group is safe, calls will be made for emergency collection of children.**

**If deemed safe or confirmed practice, children will be congratulated, reassured and led back into the building where needs will be assessed and met. Attendance will be recorded and a review of procedures carried out by Health and Safety Coordinator and Manager/Deputy.**

**Evacuation point 3 – Ludlow Infant Academy – this will be used in the event of significant danger that requires further distance for safety. A call will be made en route to inform the school of our imminent arrival. Children will be walked using a walking rope to ensure safety and staff allocated to points along the line of children. Adults will walk roadside and children inside the walking rope.**

**In the case of immediate or imminent danger from persons entering the hall site LOCK DOWN procedures will be followed.**