

## **Emergency Procedure (Forest School)**

### **Policy statement**

Grindleford and Eyam Playgroup takes the safety of the staff and the children in our care very seriously. We have carried out risk assessments for the forest school activities and have put safety measures in place as identified. However, sometimes accidents or incidents do occur and this document sets out how they will be dealt with.

### **Legal Framework**

Statutory Framework for the Early Years Foundation Stage 2017  
The Management of Health and Safety at work Regulations 1999

This procedure should be read in conjunction with:

Use of fires policy  
Use of tools policy and procedure  
Missing child procedure  
Lockdown procedure

In the event of an emergency:

### **Fire**

The trained adult in charge of the fire:

- Must raise the alarm by shouting "Fire"
- Assess the situation for danger to the group
- If safe to do so extinguish flames by use of water stored by fire and the fire blanket.

If the situation is assessed to be a risk to the children:

- The session leader will collect the register and lead all the children to a safe area where they will conduct a headcount; if this headcount identifies a missing child or adult, available staff members (not engaged in safeguarding the evacuated children) will return to find them (if at all possible).
- If deemed necessary, phone emergency services requesting fire service giving the Forest School Site Grid Reference SK 247 775. The nearest parking for the fire engine is on the B6521 over the bridge from Grindleford Pavilion S32 2JN.
- If possible, send a member of staff down to the road to meet them.
- When the group is safe and away from the area an adult will phone a Member of the Committee (Ideally Chair or Vice Chair) who will help as necessary i.e. organise back up, help accompany children back to pavilion.

The children should be returned to the pavilion and their emergency contacts phoned if deemed necessary.

### **Injury to adult/child**

The trained first aider should:

- Attend to any casualty and make as comfortable as possible given the circumstances
- Administer First Aid
- If deemed necessary, phone emergency services requesting ambulance giving the Forest School Site Grid Reference SK 247 775. The nearest parking for an ambulance is on the B6521 over the bridge from Grindleford Pavillion S32 2JN.
- Send a member of staff down to the road to meet the ambulance.

## Grindleford and Eyam Playgroup - Procedure

Staff member to phone a Member of the Committee (Ideally Chair or Vice Chair). They will call the injured child's parent or adults emergency contact. If required the committee member will provide support to the staff i.e. organise back up, help accompany children back to pavilion.

The children should be returned to the pavilion and their emergency contacts phoned if deemed necessary.

### **Missing child**

If during the course of the session a headcount identifies there is a missing child our procedure will be put into action.

Following the procedure staff will initiate a search for the missing child. The remaining staff will keep the other children safe, depending on group's position the decision may be taken to return to the pavilion while the search continues.

One staff member to phone a Member of the Committee (Ideally Chair or Vice Chair) to request additional support.

The committee member will call the missing child's parent.

The children should be returned to the pavilion and their emergency contacts phoned if deemed necessary.

### **Intruder**

Any staff member seeing a stranger approaching the forest school environment should raise the alarm.

The session leader should quickly assess the situation and:

Either

- Two staff members should approach intruder
- The intruder should be asked to move away from the area
- The intruder should be directed back to nearest path
- Staff should accompany intruder off site

Or

- Immediately initiate a lockdown procedure
- The session leader will collect the register and lead all the children in their care to a safe area away from intruder
- If deemed necessary, phone emergency services requesting police giving the Forest School Site Grid Reference SK 247 775. The nearest parking is on the B6521 over the bridge from Grindleford Pavillion S32 2JN.
- Keep the children calm

When the group is safe and away from the area an adult will phone a Member of the Committee (Ideally Chair or Vice Chair) who will help as necessary i.e. organise back up, help accompany children back to pavilion.

The children should be returned to the pavilion and their emergency contacts phoned if deemed necessary.

**After the incident**

An incident report should be completed as soon as possible. All staff, volunteers involved should be asked to contribute to the report to ensure as much information as possible is collected.

Any accident/incident should be investigated to see what went wrong, any contributory factors and lessons that can be learnt.

The prime objectives of any investigation should be to:

- determine the sequence of events leading to the accident/incident
- establish any unsafe acts and/or unsafe conditions that were the direct causes of the accident/incident
- determine any human, organisational and/or job factors that gave rise to the unsafe acts and/or conditions
- prevent a recurrence by initiating a short-term action to eliminate the direct causes and establishing a longer-term programme to correct and control the underlying human, organisational and job factors
- inform risk assessment.

Confidentiality must be maintained after the incident as information may be used in any subsequent legal proceedings.

Under no circumstances should any individual contact or speak to the press.

The National Trust, Derbyshire County Council, Ofsted, Health and Safety Executive (HSE) and our insurers will be informed as required.

**Emergency contacts**

Emergency Services 999

Edale Mountain Rescue team 07050 175105

Member of the Committee - Ideally the Chair or vice chair. Phone numbers on the play group phone and emergency contact list in the first aid kit.

Childrens, staff and volunteer's details – kept in first aid kit.

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup.

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

All staff, volunteers and committee members will sign to indicate they have read, understood and agreed with the above policy.