

123 AFTER SCHOOL CLUB

MANAGING EMERGENCIES

The 123 Club aims to have contingency plans in place should an emergency situation ever arise at our setting.

123 Club believes that:

- A plan of action is essential for the welfare of all staff and children in the event of an emergency at the setting..
- Trial runs of this emergency plan should be carried out at least annually by staff to ensure that all staff is aware what would happen.

Should an emergency arise such as a fire where we must evacuate the setting, staff should follow the fire drill procedure, take all of the children to the designated Muster Points.

If it is deemed not safe to return staff should proceed to contact parents/guardians and ask them to collect their children immediately.

The Manager will contact all the required authorities in relation to the emergency, including our registering body SouthEastern HSC Trust.

- Details of the event will be recorded in our incident file.
- Should an emergency arise where we have to evacuate the immediate vicinity such as a bomb scare, gas leak, serious accident etc where it would be unadvisable to assemble in the Muster Points children will be taken to the Church carpark

In the unfortunate event of an accident occurring to a child at 123 Club or in case of an emergency which requires hospital attention then the Manager or Deputy will contact the child's parents/guardians immediately and then take the child directly to hospital or call for an ambulance, whichever will be quicker or safer.

Parents/Guardians will be expected to meet the staff member and child at the hospital.

The staff member will remain with the child, reassuring them and comforting them until the parent/guardian arrives.

The staff member will remain there until the parents have been given full and detailed information about the emergency which arose.

Full details of the incident will be recorded and where appropriate the matter will be reported to the South Eastern HSC Trust and Health & Safety Executive, in accordance with legislative requirements (RIDDOR).