



## **The Barn Nursery and Preschool**

### **Emergency and Accident Procedures**

#### **Statement of intent**

We aim to make the care and safety of the children and staff our ultimate duty. Daily risk assessments will be checked and adhered to. Risk assessment will also be made as appropriate.

In the case of a serious accident, illness or injury or death, Ofsted will be notified, RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations 2013) will also be notified.

At the time of admission, parents sign a consent form (Medical Card), giving staff permission to administer treatment in the case of an emergency.

#### **Procedures**

Staff and managers will check the premises each morning before set-up, following the risk assessment and setting up policy.

Emergency exit doors will be bolted but not locked during the session.

Kitchen person will follow the guidelines for kitchen use, to promote health and safety for the children and staff.

Fire drills take place regularly each term. These drills are also for practising vacating the premises quickly, in case of an unforeseen emergency.

#### **Procedures we have in place to prevent unauthorised persons entering the building**

- outside doors with access to the premises to be kept bolted;
- no unauthorised person should be allowed on the premises unattended;
- if a visitor calls at the door, the visitor should remain outside, the door bolted, until the visitor is verified;

- visitor to sign in and sign out in the visitors' book;
- all visitors on the premises will have to be accompanied by a member of staff at all times during their visit.

### **Collection of children**

Parents/carers must notify the person at the door if someone else is picking up their child. This information is then put in the diary. If the person collecting is not known to us, a password will be requested before the child is allowed to go. If someone comes to collect a child and we have not been informed by the parent/carer we will then contact the parent/carer to get their permission to let the child go.

This policy was adopted by

The Barn Nursery

On

May 7<sup>th</sup> 2020

Date to be reviewed

May 2021

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director  
or owner)