

4.12 Emergency Response

1. Changes from last issue

2. Objective

To ensure children and staff are led away from the source of any emergency to a safe place

3. Procedure

In the event of any emergency the Leader must alert the DO at the first opportunity. If the DO cannot be reached and the urgency of the situation warrants it, the Leader must call the emergency services direct and then inform senior management. The DO will guide the Leaders on the actions to take next.

If a Leader has to leave the group for any reason the other Assistants, if left alone, must stop the activity and gather the children together to await further instruction or assistance.

All members of staff will receive a site specific induction, which will cover the specific sites Emergency Response Procedure.